

**PROFESSIONAL SERVICES AGREEMENT**

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION  
DEMONSTRATION GRANTS (\$200,000)**

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY OF COOK COUNTY

AND

ILLINOIS AFRICAN AMERICAN COALITION FOR PREVENTION

CONTRACT NO. 1553-14393D

APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS

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# PROFESSIONAL SERVICES AGREEMENT

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### **List of Exhibits**

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence Of Insurance
Exhibit 4	Board Authorization

### **Economic Disclosure Statement**

## **AGREEMENT**

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and ILLINOIS AFRICAN AMERICAN COALITION FOR PREVENTION, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor.

## **BACKGROUND**

*The County of Cook issued a Request for Proposals "RFP" for Violence Prevention, Intervention and Reduction Demonstration Grants (\$200,000). Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.*

*Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.*

**NOW, THEREFORE,** the County and Contractor agree as follows:

## **TERMS AND CONDITIONS**

### **ARTICLE 1: INCORPORATION OF BACKGROUND**

The Background information set forth above is incorporated by reference as if fully set forth here.

### **ARTICLE 2: DEFINITIONS**

#### **a) Definitions**

The following words and phrases have the following meanings for purposes of this Agreement:

**"Additional Services"** means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Using Agency require the approval of the Chief Procurement Officer in a written amendment to this Agreement before Contractor is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

**"Agreement"** means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

**"Chief Procurement Officer"** means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

**"Services"** means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

**"Subcontractor"** means any person or entity with whom Contractor contracts to provide any part of the Services, of any tier, suppliers and materials providers, whether or not in privity with Contractor.

**"Using Agency"** shall mean the department of agency within Cook County including elected officials.

**b) Interpretation**

- i) The term **"include"** (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any tables of contents or marginal notes appended to it are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

**c) Incorporation of Exhibits**

The following attached Exhibits are made a part of this Agreement:

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Board Authorization

**ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

**a) Scope of Services**

This description of Services is intended to be general in nature and is neither a complete description of Contractor's Services nor a limitation on the Services that Contractor is to provide under this Agreement. Contractor must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Contractor must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

**b) Deliverables**

In carrying out its Services, Contractor must prepare or provide to the County various Deliverables. "Deliverables" include work product, such as written reviews, recommendations, reports and analyses, produced by Contractor for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Contractor has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Contractor of its failure. If Contractor does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Contractor of its commitments under this Agreement.

**c) Standard of Performance**

Contractor must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a Contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Contractor agrees to be held to the standard of care of a fiduciary.

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Using Agency and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

**d) Personnel**

**i) Adequate Staffing**

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Using Agency may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women Owned Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. **There is a zero percent (0%) MBE/WBE goal for this contract.**

**f) Insurance**

Contractor must provide and maintain at Contractor's own expense, during the term of this Agreement and any time period following expiration if Contractor is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

**i) Insurance To Be Provided**

**(1) Workers Compensation and Employers Liability**

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident or illness.

**(2) Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(2).

**(3) Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional Contractors perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(4).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

- (1) Contractor must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to the effective date of the Agreement. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Contractor is not a waiver by the County of any requirements for Contractor to obtain and maintain the specified coverages. Contractor must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

- (2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
- (3) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.
- (4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
- (5) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.
- (6) The County's Risk Management Office maintains the rights to modify, delete, alter or change these requirements. **"Risk Management Office"** means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

**g) Indemnification**

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, Contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

**h) Confidentiality and Ownership of Documents**

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

**i) Patents, Copyrights and Licenses**

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, as permitted by Illinois law, at its own expense (including reasonable attorneys', accountants' and Contractors' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

**j) Examination of Records and Audits**

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the Subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such Subcontractor involving transactions relating to the subcontract, or to such Subcontractor compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives.

If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

**k) Subcontracting or Assignment of Contract or Contract Funds**

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all Subcontractors it intends to use in the performance of the Contract by completing the Identification of Subcontractor/Supplier/Subcontractor Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. All Subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each Subcontractor, attorney, lobbyist, accountant, Contractor and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself.

“Lobbyist” also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All Contractors and Subcontractor of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

**l) Professional Social Services**

In accordance with 34-146, of the Cook County Procurement Code, all Contractors or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Contractor or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Contractor or provider to provide an annual performance report will be considered a breach of contract or agreement by the Contractor or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

**ARTICLE 4: TERM OF PERFORMANCE**

**a) Term of Performance**

This Agreement takes effect when approved by the Cook County Chief Procurement Officer and its term shall be from August 1, 2015 through July 31, 2016 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

**b) Timeliness of Performance**

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees nor Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Contractor by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

**c) Agreement Extension Option**

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this contract under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

**ARTICLE 5: COMPENSATION**

**a) Basis of Payment**

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

**b) Method of Payment**

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Contractor receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Contractor must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Contractor with all of the documents and information required of the Contractor. The Contractor may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Contractor is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

**c) Funding**

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 without a written amendment in accordance with Section 10.c.

**d) Non-Appropriation**

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Contractor in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Contractor. No payments will be made or due to Contractor and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

**e) Taxes**

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-07.

**f) Price Reduction**

If at any time after the contract award, Contractor makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section 5.f., Price Reduction, a general price reduction shall include reductions in the effective price charged by Contractor by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same manner as the reduction Contractor makes in the price of the Deliverables to its prospective customers generally.

**g) Contractor Credits**

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific Using Agency. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

**ARTICLE 6: DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer.

Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

#### **ARTICLE 7: COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS**

The Contractor, Subcontractor, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or Subcontractor shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

#### **ARTICLE 8: SPECIAL CONDITIONS**

##### **a) Warranties and Representations**

In connection with signing and carrying out this Agreement, Contractor:

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;

- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and has not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County;
- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;
- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.a and 9.c.

**b) Ethics**

- i) In addition to the foregoing warranties and representations, Contractor warrants:
  - (1) no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
  - (2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

**c) Joint and Several Liability**

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

**d) Business Documents**

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

**e) Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, Subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.
- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

**f) Non-Liability of Public Officials**

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

**ARTICLE 9: EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION  
AND RIGHT TO OFFSET**

**a) Events of Default Defined**

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
  - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

- (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
  - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
  - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
  - (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
  - iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
  - v) Failure to comply with Article 7 in the performance of the Agreement.
  - vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

**b) Remedies**

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to affect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Contractor must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.b;
- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

**c) Early Termination**

In addition to termination under Sections 9.a and 9.b of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Contractor. The County will give notice to Contractor in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Contractor or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Contractor must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Contractor must attempt to agree on the amount of compensation to be paid to Contractor, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Contractor is in full settlement for all Services satisfactorily performed under this Agreement.

Contractor must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Contractor will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Contractor or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.a and 9.b is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.c.

**d) Suspension**

The County may at any time request that Contractor suspend its Services, or any part of them, by giving 15 days prior written notice to Contractor or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Contractor must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Contractor when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Contractor as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Contractor by written notice may treat the suspension as an early termination of this Agreement under Section 9.c.

**e) Right to Offset**

In connection with performance under this Agreement, the County may offset any excess costs incurred:

- i) if the County terminates this Agreement for default or any other reason resulting from Contractor's performance or non-performance;
- ii) if the County exercises any of its remedies under Section 9.b of this Agreement;  
or
- iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

**f) Delays**

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

**g) Prepaid Fees**

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

**ARTICLE 10: GENERAL CONDITIONS**

**a) Entire Agreement**

**i) General**

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

**ii) No Collateral Agreements**

Contractor acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Contractor to enter into this Agreement or has been relied upon by Contractor, including any with reference to:

- (a) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement;
- (b) the nature of the Services to be performed;
- (c) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement;
- (d) the general conditions which may in any way affect this Agreement or its performance;
- (e) the compensation provisions of this Agreement; or
- (f) any other matters, whether similar to or different from those referred to in (a) through (e) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

iii) **No Omissions**

Contractor acknowledges that Contractor was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Contractor did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Contractor relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

b) **Counterparts**

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

c) **Contract Amendments**

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required.

No Using Agency or employee thereof has authority to make any amendments to this Contract. Any amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for amendments which are made in accordance with this Section 10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any amendment to this Contract.

**d) Governing Law and Jurisdiction**

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

**e) Severability**

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

**f) Assigns**

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

**g) Cooperation**

Contractor must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Using Agency in connection with the termination or expiration.

**h) Waiver**

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Contractor's performance in any respect or waives a requirement or condition to either the County's or Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Contractor in writing.

**i) Independent Contractor**

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Contractor must perform under this Agreement as an independent Contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent Contractor and, if Contractor is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Agreement.
- ii) Contractor is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.
- iv) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

**j) Governmental Joint Purchasing Agreement**

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

**k) Comparable Government Procurement**

As permitted by the County of Cook, other government entities, if authorized by law, may wish to purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services supplies/services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services supplies/services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

**l) Force Majeure**

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

**ARTICLE 11: NOTICES**

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: Justice Advisory Council  
69 West Washington Street, Room 1110  
Chicago, Illinois 60602  
Attention: Lanetta Haynes Turner

and

Cook County Chief Procurement Officer  
118 North Clark Street, Room 1018  
Chicago, Illinois 60602  
(Include County Contract Number on all notices)

If to Contractor: Illinois African American Coalition for Prevention  
850 West Jackson Boulevard, Suite 340  
Chicago, Illinois 60607  
Attention: Malik S. Nevels, Executive Director

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

**ARTICLE 12: AUTHORITY**

Execution of this Agreement by Contractor is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Contractor have been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

**EXHIBIT 1**

**Scope of Services**



### RFP No. 1553-14393 Submission Requirements

On behalf of the Illinois African American Coalition for Prevention's (ILAAP) Board of Directors, members, our partners, and the constituents we serve; please find enclosed our application in response to the Cook County Government's Justice Advisory Council RFP # 1553-14393.

The ILAAP is committed to providing the services outlined in the attached Proposed Plan of Action at a cost of \$200,000. The Plan involves partnering with three (3) community service providers serving the Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland neighborhoods to augment and expand their current level of services by delivering three (3) evidence-based interventions – cognitive behavioral therapy, mentoring, and training in balanced and restorative justice practices - to 117 youth at the greatest risk of violence.

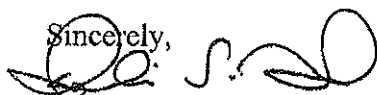
The ILAAP will be training and sub-contracting with the following Delivery Partners to deliver services in their respective community settings:

- South Side Drill Team & Performing Arts Ensemble
- Target Area Development Corporation
- Teamwork Englewood

All four of these communities are located in Cook County Commissioner Districts 2, 3, or 4.

If you have any questions, or require additional information, please do not hesitate to contact me at [mnevels@ilaacp.org](mailto:mnevels@ilaacp.org) or 312-850-4444 x222.

Sincerely,

  
Malik S. Nevels, J.D.  
Executive Director

Cc: ILAAP Board of Directors

File

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Illinois African American Coalition for Prevention

850 W. Jackson Blvd., Suite 340, Chicago, IL 60607

P: 312.850.4444 • F: 312.850.4446

[ilaacpinfo@ilaacp.org](mailto:ilaacpinfo@ilaacp.org)

[www.ilaacp.org](http://www.ilaacp.org)

## RFP No. 1553-14393 Submission Requirements

### Section C: Agency Description (2 page maximum)

Established in 2005, the Illinois African American Coalition for Prevention is a statewide, membership-based charitable organization that strengthens prevention systems, policies, and programs in underserved communities through culturally-relevant research, training, and advocacy. The ILAACP's vision is for safe, healthy and resilient African American children, families, and communities. Successful collaboration is one of the cornerstones supporting ILAACP's work. To that end, the ILAACP has built a strong track record of partnering with Illinois human services agencies, corporations, foundations, and community based organizations. These partnerships, intended to successfully design, implement, and evaluate prevention programs, strategies, and policies, lead to safer, healthier, and more resilient communities. Our programs target youth and integrate best practices in the areas of violence prevention, public health, and positive youth development.

As the coordinating entity for a majority of our collaborative initiatives, the ILAACP identifies and sub-contracts organizations, consultants, and other entities for its grants; negotiates scope of services, timelines, and budget; drafts contracts; and monitors contract compliance. Over the past five years, the ILAACP has managed multiple sub-contracts and fee-for-service arrangements with technical assistance providers totaling \$4,500,000. The ILAACP's programs and partnerships have served an estimated 23,000 youth and adults across Illinois.

For example, in FY2014, the ILAACP received a grant from the Chicago Public Safety Action Committee: Get in Chicago, to launch the Youth Asset Development Project (YADP), which provided life skills education, financial literacy training, and academic tutoring to youth between the ages of 13 and 24 at the greatest risk of violence.

In FY2015, in response to its Violence Prevention, Intervention, and Reduction Demonstration Grant RFP, the Cook County Justice Advisory Council (JAC) awarded the ILAACP a \$200,000 grant to enhance and expand the YADP. The grant period is August 1, 2014 to July 31, 2015.

Now in its second year, the ILAACP's YADP, in collaboration with Target Area Development Corporation, Teamwork Englewood, and South Shore Drill Team, is delivering three evidence-based interventions to 120 at-risk or court-involved African American youth ages 14 to 18 residing in Chicago's Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland communities. The YADP's overarching goals and objectives are to decrease recidivism and crime among youth and young adults, and to increase protective factors and decrease risk factors, thereby reducing the risk of violence. YADP is intentionally designed to enhance and not supplant existing in and out of school programs that our Delivery Partners (DPs) are currently providing the targeted population.

In the second year of the YADP, the ILAACP contracted an independent evaluator to perform a project evaluation that features a comprehensive process (formative) evaluation as well as a rigorous outcomes (summative) evaluation. The independent evaluator completed the data collection and evaluation for the first twelve-week cohort (October 2014 to December 2014) and presented the findings to the ILAACP, YADP Delivery Partners, and the YADP Steering Committee. The following are brief excerpts concerning potential impact of the program:

- There were changes self-reported by participant's concerning their confidence in their ability to deal with conflict and enhancing of interpersonal relationships.
- Participants shared that they felt safe overall in the environment, having gone from a "1" concerning open expression upon arrival to the program, to "8-10" for the females and "5 or 6" for the males. Participants shared a willingness to express feelings, and the program appeared to trend towards positive prosocial behavior for the young women.
- Participants cited having a positive regard for facilitators, identifying them as mentors and role models.
- Participants saw themselves becoming more active in civic engagement activities as a result of their involvement in the program.
- They also noted that other activities that facilitators engaged in (coats for holidays, spending 1:1 time to discuss school performance) helped them connect with positive adults that they do not have in their lives.

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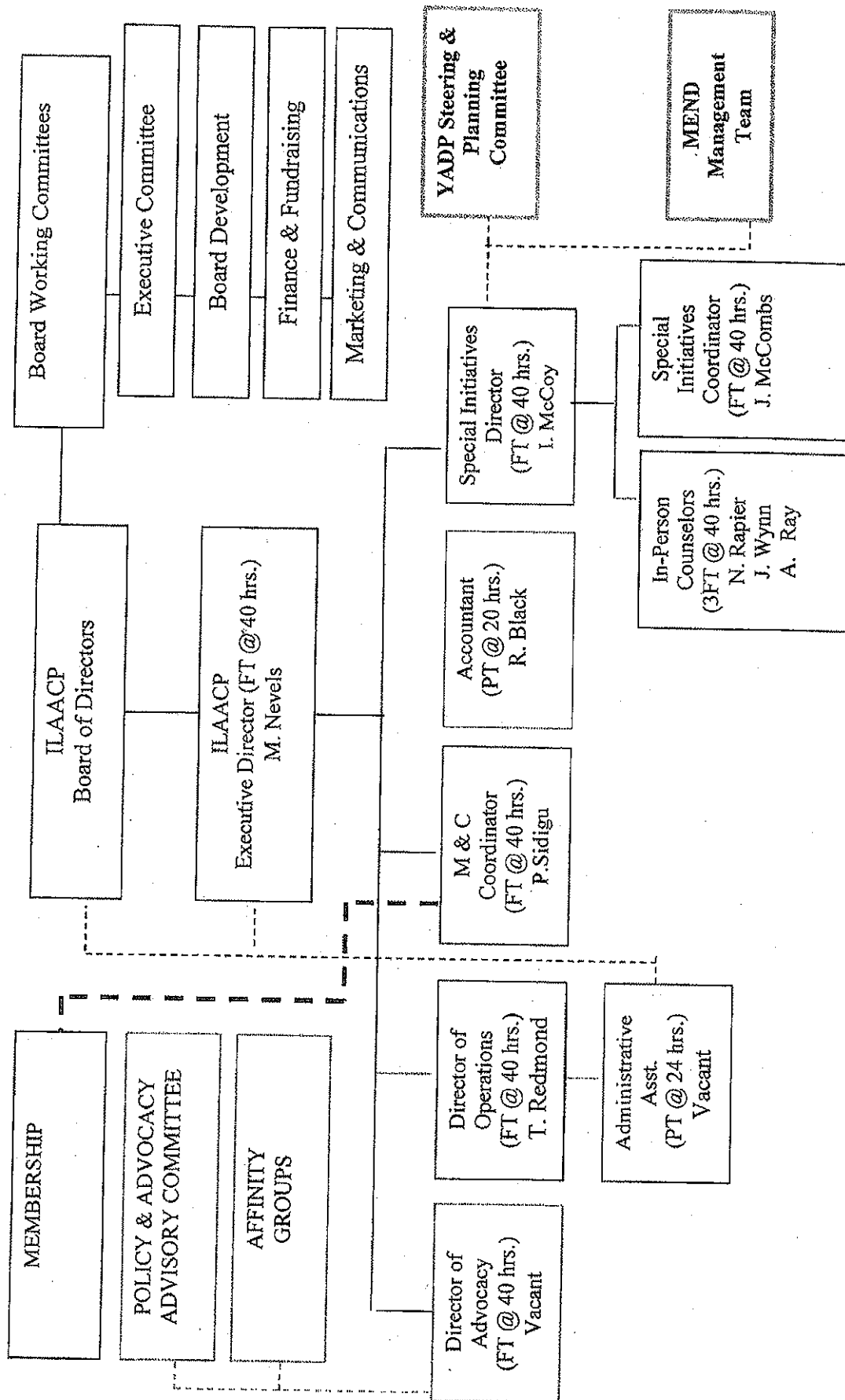
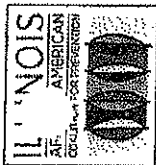
### Section D: Executive Summary & Agency Organization Chart (2 page maximum)

In FY2014, the ILAACP received a grant from the Chicago Public Safety Action Committee: Get in Chicago; to launch the Youth Asset Development Project (YADP) which was enhanced and expanded in FY2015 with a \$200,000 award from the Cook County Justice Advisory Council's (JAC) Violence Prevention, Intervention, and Reduction Demonstration Grant RFP. The JAC grant period is August 1, 2014 to July 31, 2015.

In FY2015, in response to its Violence Prevention, Intervention, and Reduction Demonstration Grant RFP, the Cook County Justice Advisory Council (JAC) awarded the ILAACP a \$200,000 grant to enhance and expand the YADP. The grant period is August 1, 2014 to July 31, 2015.

Now in its second year, the ILAACP's YADP, in collaboration with Target Area Development Corporation, Teamwork Englewood, and South Shore Drill Team, is delivering three evidence-based interventions to 120 at-risk or court-involved African American youth ages 14 to 18 residing in Chicago's Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland communities.

Building on the successes of our current program, the Illinois African American Coalition for Prevention (ILAACP) proposes delivering the Youth Asset Development Project (YADP), a violence prevention program targeting African-American youth between the ages of 14 and 18 residing in Chicago, Illinois neighborhoods with a disproportionately high prevalence of violence. The ILAACP will work with three (3), existing Delivery Partners - Target Area Development Corporation, Teamwork Englewood, and the South Side Drill Team - to augment and expand their current level of services by delivering three (3) evidence-based interventions - cognitive behavioral therapy, mentoring, and training in balanced and restorative justice practices - to an additional 117 youth at the greatest risk of violence. The key ILAACP personnel who will be responsible for the services to be provided include: Malik S. Nevels, Executive Director; Isaac McCoy, Special Initiatives Director; James McCombs, Special Initiatives Coordinator; and Ruth Black, Accountant.



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### Section E: Description of Problem (2 page maximum)

For youth who succumb to violence in Cook County's most disadvantaged communities and enter the juvenile justice system, a high toll is exacted: lost educational and career opportunities, disruption in familial and peer relationships, and a heightened risk of mental health issues, including substance use, depression, and post-traumatic stress disorder.<sup>1</sup> Even if they have not had contact with the juvenile justice system, youth residing in the communities of Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland - relative to those living in other Cook County communities - are disproportionately impacted by a number of risk factors that impede their healthy development, including unemployment, domestic and community violence, and poverty. From May 2013 to May 2014, residents of these four communities experienced an average of 391 robberies, 248 batteries, 126 assaults, 18 homicides, and 43 sexual assaults.<sup>2</sup> The 2010 Illinois Youth Survey (IYS) Chicago Community Area Report found in these same communities that an average of 31.6% of 6<sup>th</sup> graders and 32% of 8<sup>th</sup> graders reported feeling "sort of" or "very" unsafe in their neighborhood.<sup>3</sup> All of these communities, which are located in Cook County Commissioner Districts 2, 3, and 4, have majority African American populations and rank in the top 20 most violent communities in the city.<sup>4</sup> Simultaneously, these same communities often lack the resources necessary to provide high-quality, evidence-based interventions that are proven to mitigate risk and maximize youth resilience.<sup>5</sup>

Residents of Cook County pay the price for failing to identify and support cost-effective alternatives to youth incarceration. According to the National Juvenile Justice Network, it costs taxpayers an average of \$238,034 per year to detain a youth in Cook County's Juvenile Temporary Detention Center.<sup>6</sup> In contrast, it only costs \$16,140 per year to send that same youth to school at a public university; \$17,000 per year to have him or her participate in YouthBuild; and between \$3,200 and \$7,280 per year to enroll him or her into an

<sup>1</sup> PTSD, Trauma, and Comorbid Psychiatric Disorders in Detained Youth. K. Abram, L. Teplin, D. King, S. Longworth, K. Emanuel, E. Romero, G. McClelland, M. Dulcan, J. Washburn, L. Welty, and N. Olson. Northwestern University Juvenile Project, OJJDP Juvenile Justice Bulletin June 2013

<sup>2</sup> <http://crime.chicagotribune.com/chicago/community/> Chicago Tribune Crime Trends

<sup>3</sup> <http://iys.cprd.illinois.edu/docs/2010-cca-reports/> Illinois Youth Survey 2010 Chicago Community Area Report

<sup>4</sup> See <http://www.city-data.com/neighborhood/> City-data.com pages for Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland

<sup>5</sup> Out of Reach: Place, Poverty, and the New American Welfare State. Scott W. Allard. 2009

<sup>6</sup> See [http://www.njjn.org/uploads/digital-library/DetentionToolkit\\_FIN\\_May2013b.pdf](http://www.njjn.org/uploads/digital-library/DetentionToolkit_FIN_May2013b.pdf)

effective community-based intervention program. Additionally, the long-term consequences of incarcerating youth from these communities include lost wages and tax revenue, declined property values, and reluctance from business leaders to invest in economic development due to a shortage of a skilled labor force. Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland youth living "in risk" must be provided cost-effective, evidence-based interventions that strengthen their ability to make positive choices, thereby improving their own and the community's well-being.

The Illinois African American Coalition for Prevention's mission-driven work focuses on preventing the problems noted above by expanding the capacity of African American managed, community-based organizations to offer high-quality, prevention-oriented solutions that are evidence-informed and culturally relevant. The cost-effectiveness of investing in youth at an early age, before problems become intractable, will not only positively impact the developmental trajectory of that youth but also yield significant savings for the taxpayers of Cook County. Ultimately, however, the most important litmus test for success of the intervention will be measured at the community level, where residents will be able to more fully realize the value of our most important resource: our youth.

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### **Section F: Description of Target Population (2 page maximum)**

Through its Youth Asset Development Project, the ILAACP proposes serving at-risk youth between the ages of 14 and 18 who are “in risk” of involvement or are already involved in violence by virtue of residing in the communities of Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland. These neighborhoods suffer disproportionately from high unemployment, substance abuse, gang activity, and violent/property/quality-of-life crimes. Of the 13,934 youth awaiting adjudication of their cases by the Juvenile Division of the Cook County Courts from 2011-2013, 84.07% (11,714) were African American.<sup>1</sup> Englewood youth accounted for 4.4% of that total (n=620); Auburn-Gresham youth accounted for 5.1% of the total (n=714); Greater Grand Crossing youth accounted for 4.0% of the total (n=557), and Roseland youth accounted for 5.0% of the total (n=706). Court-involved youth in particular are negatively impacted by a host of problems that impede their healthy development, including domestic and community violence, poverty, lack of positive role models, and an inability to cope with the chronic traumatic stress caused by residing in high-crime areas.

Each of the ILAACP’s Delivery Partners have extensive experience serving the target population. In Englewood, the Teamwork Englewood Reentry Resource Center has successfully served since 2008 as the primary referral resource center on the South Side of Chicago for people ages 16 and older who have a felony conviction status or face barriers to social and employment services due to their conviction record. Participants must reside on the South Side of Chicago within the city boundaries of Cermak Road from the North and city limits to 159th Street from the South. Access to employment opportunities and healthy lifestyle options within the first 18 months of being released is critically important to reducing involvement in violence and the recidivism rate of the reentry population.

In Greater Grand Crossing/Auburn-Gresham, Target Area Development Corporation serves a reentry population comprised of high risk youth and young adults between the ages of 14 and 24 who were recently

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<sup>1</sup> <https://chiyouthjustice.files.wordpress.com/2014/05/cyjd-2014-updatefinal.pdf>  
A.D. Sean Lewis and Mariame Kaba, Chicago Youth Justice Data Project April 2014

released from one of Illinois' Correctional Institutions including IDOC, DJJ, and Cook County Jail. They also serve individuals who are perpetrators or victims of crimes. Targe Area primarily serves an African American population residing in Chicago's South and Far South neighborhoods. Their population is at risk of being involved in violence due to the contributing factors of gang activity, unemployment, low academic achievement, drug addiction, arrest records, anger issues, and lack of civic engagement.

South Shore Drill Team (SSDT) targets youth in each of the aforementioned communities using performing arts to engage inner-city youth throughout their critical teenage years to mitigate the dangers of gangs, drugs, violence & premature parenthood guiding members towards completing their education and becoming responsible citizens. In addition to teaching performing arts, the team offers members the following programs: Educational Support, Employment Training, Financial Assistance, and Court Diversion. Since its earliest days, South Shore Drill Team has accepted referrals of youth from school authorities and law enforcement officials. From 2000-2007, the SSDT participated in a formal court diversion program with Chicago Area Project and Cook County Juvenile Court. Court-referred youth served a six-month probationary period based on the principles of Restorative Justice, and after which they were invited to join the group as performing members.

To ensure successful engagement of at risk youth, the YADP is provided as a supplement to each Delivery Partner's existing programming. Each Delivery Partner has been selected because of their history of success recruiting and serving at risk youth in their respective communities. Delivery Partners also have access to supportive services to meet additional needs that youth may have. Additionally, to further engagement, youth activities are built into the YADP to serve as incentives, celebrations, and positive youth development opportunities for youth. The ILAACP, Delivery Partners and, the YADP Steering Committee will identify activities for each of the three cohorts. These activities are culminated by a youth retreat in May 2016 at Camp Kupugani, located in Leaf River, IL where youth will reflect on what they've learned from life skills training, mentoring, and restorative justice, and the challenges and successes they've had with YADP.

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### **Section G: Proposed Program & Implementation Schedule (5 page maximum)**

Building on the successes of the current program, the ILAACP's Youth Asset Development Project (YADP) will be delivered through a network of three (3) community service providers ("Delivery Partners") serving at-risk or court-involved youth in the neighborhoods of Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland. Two of the Delivery Partners – Target Area Development Corporation and Teamwork Englewood –offer supportive reentry services to youth between the ages of 16 and 24. The other Delivery Partner – South Shore Drill Team – currently serves at-risk youth in an afterschool performing arts program supplemented by youth development activities. The ILAACP will work with these Delivery Partners to augment and expand their current level of services and organizational capacity by delivering three evidence-based interventions – i.e., Cognitive Behavioral Therapy, Mentoring, and Balanced and Restorative Justice Training - to 117 youth at risk of violence.

**YADP Program Schedule** \*Each DP will operate 3 twelve-week cohorts for a total of 39 youth during grant.

<b>Program Intervention</b>	<b>Cohort Duration</b>	<b># of Cohorts</b>	<b># of Youth Per Cohort</b>	<b># of Youth Per Intervention</b>	<b># of Hours Per Intervention</b>
Cognitive Behavioral Therapy (Think First)	12 weeks	3	13	39	12
Mentoring (Achieving Success)	12 weeks	3	13	39	12
Balanced and Restorative Justice Training (Peace Circle)	12 weeks	3	13	39	22.5

### **Cognitive Behavioral Therapy**

The YADP will offer a standardized 12-session program using the evidence-based Think First curriculum. This curriculum, based on social and emotional theory, is designed to provide youth the opportunity to build the essential life skills of personal responsibility, affect regulation, and social problem-solving, as well as to cope with the trauma experienced through exposure to violence. Youth will meet for one hour a week for 12 weeks to acquire specific skills including anger cue recognition, anger regulation, problem definition, and problem response. Clinicians from SGA Youth and Family Services who have been

trained by Lurie Children's Hospital will deliver the Think First curriculum to youth at each of the three YADP Delivery Partner sites.

### **Mentoring**

Adult mentors play a critical role in the lives of at-risk youth, serving as an essential protective factor. The YADP will 1) facilitate youth aspirations for higher education and productive career choices and 2) forge positive, sustained relationships between youth and caring adults by providing an evidence-based mentoring curriculum for use with youth and adults. In order to achieve these goals, a weekly mentoring "class" will be co-facilitated by the YADP Project Facilitator/Trainer (hired and supervised by the ILAACP) and the YADP Project Coordinator (hired and supervised by Delivery Partner) using *Winning Futures; Achieving Success* curriculum. The class will meet for 60 minutes for twelve consecutive weeks. The curriculum focuses on supporting academic tasks and positive decision making and includes topics such as: 1) exploration of who you are and what you stand for; 2) exploring career options; 3) setting educational/career goals; 4) overcoming obstacles; 5) creating a support team; and 6) budgeting and job skills.

### **Balanced and Restorative Justice (RJ)**

The Community Justice for Youth Institute (CJYI) will provide a four day experiential training to prepare the YADP Project Facilitator/Trainer and YADP Project Coordinators - from each Delivery Partner - to facilitate Peacemaking Circles with clients, as well as among staff members to build relationships, promote open and honest communication, resolve conflicts and create safe spaces to address difficult and emotional issues. The YADP Project Facilitator/Trainer and YADP Project Coordinators will learn the stages and flow of the circle and practice the fundamental elements of the peace circle process, including: ritual, story-telling, creating safe space, establishing shared values, building relationships and trust, and consensus decision-making. A weekly peace circle will be held for 90 minutes for 12 consecutive weeks. The peace circle will be facilitated using RJ practices to resolve conflicts, as well as to create spaces for YADP participants to

recognize and hold the common values they share, address trauma, increase emotional literacy and build new relationships.

### Year-End Retreat

A year-end retreat to be held at a TBD date in May 2016 at Camp Kupugani in Leaf River, IL will serve as an incentive for 39 youth (13 youth from each of the three Delivery Partners) who have the highest attendance over the course of the year. The retreat will provide these YADP youth, along with the YADP Project Facilitator/Trainer and Project Coordinators, with teambuilding activities and the opportunity to reflect on what they've learned from life skills training, mentoring, and restorative justice, and the challenges and successes they've had with YADP.

### YADP Implementation Schedule

<u>Activity</u>	<u>Timeframe/Duration</u>	<u>Entity/Person Responsible</u>
Sign agreements with Delivery Partners ("DP")	July 2015	ILAACP
Convene YADP DP Steering Committee; establish regular meeting schedule	Start in July and meet monthly (July 2015 to June 2016)	ILAACP
Begin working with DP on recruitment and confirm YADP schedule	July 2015	ILAACP/Delivery Partner ("DP")
Preparation for YADP staff orientation on <u>8/31</u> (e.g., identify venue, refreshments)	July 2015	ILAACP
Evaluation Planning	July 2015	Independent Evaluator
Convene Planning meeting with trainers	July 2015	ILAACP
Finalize list of youth participating in YADP with each DP	August 2015	DP
Provide orientation to DP staff (Project Coordinators and Project Facilitator)	August 2015 (week of 8/31)	DP
YADP Orientation – Youth	Week of August 31st or September 7th	DP
Identify and meet with YADP Youth Ambassadors	August 2015	ILAACP
Project Coordinators and Project Facilitator to receive training on Achieving Success mentoring curriculum (5	August 2015	ILAACP & Trainer – Winning Futures

hours, date TBD)		
Confirm YADP implementation schedule with each DP	August 2015	ILAACP
Confirm SGA clinician schedule to deliver Think First	August 2015	ILAACP & Trainer - SGA
Project Coordinators and Project Facilitator to receive training on Restorative Justice practices (4 days, dates TBD)	August 2015	ILAACP & Trainer - CYJI
Launch YADP implementation week of 9/14/15 (Mentoring, Cognitive Behavioral Therapy, and Restorative Justice Peace Circles)	Starts the week of Sept 14 <sup>th</sup> and continues weekly until June 2016	ILAACP, DP
Pre-surveys of youth administered – Cohort #1	September 2015 (Week of Sept. 14 <sup>th</sup> or Sept. 21 <sup>st</sup> )	Independent Evaluator
ILAACP to conduct site visits to each DP	Starts in September 2015 and continues bi-monthly for each site until end of grant	ILAACP
ILAACP weekly tele-meeting with Project Coordinators – start week of 9/14/15	Starts September 2015 and continues weekly until end of grant period	ILAACP, DP
Meet with YADP Youth Ambassadors	Starts week of October 12 <sup>th</sup> and continues bi-monthly until end of grant period	ILAACP & Youth Ambassadors
YADP implementation breaks for holiday	November 2015 (week of Thanksgiving)	ILAACP & DP
Confirm YADP Schedule for Cohort #2 with DP	November 2015	ILAACP & DP
Prep for Mid-Year Event Cohort #1	November 2015	ILAACP & Steering Committee
YADP Cohort #1 ends	December 2015 – week of the 7 <sup>th</sup>	ILAACP & DP
Post-surveys of youth administered – cohort #1	December 2015	Independent Evaluator
Focus group #2 – youth and staff	December 2015	Independent Evaluator
YADP Cohort #2 begins	January 2016 the week of the 18th	ILAACP & DP
Begin preparation for Mid-Year Event – Cohort #2	February 2016	ILAACP & Steering Committee
April retreat at Camp White Eagle, Leaf River, IL (site visit)	March 2016	ILAACP
Preparation begins for year-end youth retreat	March 2016	ILAACP & Steering Committee
YADP cohort #2 ends	April 2016 – week of the 4 <sup>th</sup>	ILAACP & DP
YADP cohort #3 begins	April 2016 – week of the 11 <sup>th</sup>	ILAACP & DP
Pre-surveys of youth	April 2016	Independent

administered– cohort #3		Evaluator
Post-surveys of youth administered – cohort #2	April 2016	Independent Evaluator
Focus group #2 – youth and staff	April 2016	Independent Evaluator
Finalize preparation for year-end youth retreat	April 2016	ILAACP & Steering Committee
Data Evaluation Analysis Report – Cohort #1 & 2	May 2016	Independent Evaluator
Begin preparation for Mid-Year Event – Cohort #3	May 2016	ILAACP & Steering Committee
YADP cohort #3 ends	June 2016 – week of the 27 <sup>th</sup>	ILAACP & DP
Post-surveys of youth administered– cohort #3	June 2016	Independent Evaluator
Focus group #3 – youth and staff	June 2016	Independent Evaluator
Data Evaluation Analysis Report - Final	June 2016	Independent Evaluator

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### Section H: Expected Outcomes (2 page maximum)

The ILAACP's overarching goal is to decrease recidivism and crime among youth and young adults, and to increase protective factors and decrease risk factors, thereby reducing the risk of violence. Specific goals and objectives for each of the three program areas are described below:

#### One Hundred and Seventeen (117) Youth will Participate in the Cognitive Behavioral Therapy Intervention and 75% of the Total Participants will:

1. Understand that most behaviors they engage in are choices that produce consequences;
2. Be able to identify their most problematic direct (external) anger provocations;
3. Use self-calming procedures to regulate anger
4. Understand that problems can be defined in terms of personal goals and impeding obstacles;
5. Learn the five sequential steps in a problem-solving process;
6. Appreciate the need to generate multiple possible solutions to difficult problems and to anticipate the consequences for each.

#### One Hundred and Seventeen (117) Youth will Participate in Mentoring Intervention and 75% of the Total Participants will:

1. Have a clearly articulated sense of who they are and what they stand for,
2. Have identified viable career options
3. Set educational/career goals
4. Have improved budgeting and job interviewing skills.
5. The Achieving Success curriculum incorporates pre-/post-tests to measure the changes noted above.

#### One Hundred and Seventeen (117) Youth will Participate in Balanced and Restorative Justice Training and 75% of the Total Participants will demonstrate:

1. Increased knowledge of alternative methods to resolve conflicts
2. Improvement in social emotional skills (e.g., increased empathy, accountability, honest communication, active listening, emotional literacy, healthy boundaries in relationships)
3. Increased intergenerational connectedness
4. Improvement in quality of life (e.g., engagement, education, employment)

5. Increased peer support and life expectations
6. Improved view of self as active agent in personal achievement.

Evaluations will be collected at the end of each RJ/Peacemaking Circle Introductory Workshop, and pre- and post-program surveys will be conducted utilizing the Ozer Empowerment Scale.

In addition, interviews, focus groups, and surveys will be conducted to collect information from staff, youth and families, and others involved in this project to gather stories, lessons learned and recommendations. The outcomes evaluation will examine the extent to which participation in the YADP is associated with anticipated outcomes and impacts as well as the extent to which the project has contributed to attainment of YADP Performance Measures.

Multiple regression will also be used to examine program involvement vs. comparison group status (if available) as a predictor of differential levels of access to and involvement in targeted areas of services and supports, controlling for baseline levels of the measures, if possible.

Additional items will be included from the Youth Risk Behavioral Survey (YRBS) instrument to assess other potential outcomes of the program, including behavioral (e.g., substance use, smoking, arrests): attitudes (negative and positive), perceived social norms (anticipated approval or disapproval of significant others such as parents, mentors, peers), and perceived self-efficacy (confidence and sense of control for engaging in or avoiding the behavior). The measure was developed from existing validated measures of health attitudes for adolescents and successfully piloted with encouraging evidence of reliability and validity (including sensitivity to intervention effects) in a small scale randomized evaluation trial of a mentoring program for adolescents from low-income Chicago neighborhoods. Surveys will be done prior to beginning the program (pre), and after completion (post) for each cohort. Focus groups will take place with a sample of youth from each program site after completion of each 12-week cycle. All data collection, including surveys, focus groups, and interviews will be conducted by an independent evaluator, who will analyze and report findings to the ILAACP; YADP Steering Committee; and YADP Delivery Partners at the conclusion of the project.

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### Section I: Planning & Preparation Activities (2 page maximum)

The ILAACP will spend the months of July and August engaged in planning and training activities with its Delivery Partners. The YADP Steering Committee convened in August of 2014 to plan activities and training for the Violence Prevention, Intervention, and Reduction Demonstration Grant (No. 1453-13597) awarded for FY2015 (August 1, 2014 to July 31, 2015) to expand the YADP. The YADP Steering Committee is comprised of ILAACP staff, Delivery Partner staff, SGA Youth & Family Services' clinicians, Independent Evaluator, and the YADP Youth Ambassadors. In August of 2014, the Committee met to review grant expectations and deliverables, to provide Delivery Partner staff with an orientation to the YADP, to discuss logistics of scheduling and staffing, and to share best practice recommendations regarding program recruitment and retention. The Committee will meet in July of 2015, to execute the functions - as in August 2014 - in preparation for program implementation for the Violence Prevention, Intervention, and Reduction Demonstration Grant (No. 1553-14393) FY2016 (July 1, 2015 to June 30, 2016). In addition to the aforementioned planning activities, the Committee will incorporate the knowledge and experiences acquired through the implementation, delivery, and evaluation of the YADP in FY2015.

The Committee will meet bi-monthly (either in person or via tele-meeting) until program implementation commences the week of 9/14/15 to ensure regular updates on recruiting youth, hiring staff, and securing other logistical details necessary for a successful YADP launch.

In August, the ILAACP will provide an orientation/training to staff from each Delivery Partner. This training will focus on educating staff about each of the goals and objectives of YADP, sharing information about evaluation requirements, and providing a clear articulation of ILAACP protocols that will be used to monitor the grant. Training will also be provided in August to YADP Project Coordinators on the Achieving Success mentoring curriculum (5 hour training) and on Restorative Justice practices (4 day training). The final weeks of August will be spent confirming youth participation and ensuring that each Delivery Partner is ready to implement the YADP interventions mid-September.

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### **Section L: Qualifications of the Proposer (3 page maximum)**

Established in 2005, the Illinois African American Coalition for Prevention is a statewide, membership-based charitable organization that strengthens prevention systems, policies, and programs in underserved communities through culturally-relevant research, training, and advocacy. The ILAACP's vision is for safe, healthy and resilient African American children, families, and communities. The ILAACP employs 8 full-time and 1 part-time staff.

Successful collaboration is one of the cornerstones supporting ILAACP's work. To that end, the ILAACP has built a strong track record of partnering with Illinois human services agencies, corporations, foundations, and community based organizations. These partnerships, intended to successfully design, implement, and evaluate prevention programs, strategies, and policies, lead to safer, healthier, and more resilient communities. Over the past five years, the ILAACP has managed multiple sub-contracts and fee-for-service arrangements with technical assistance providers totaling \$4,500,000. The organization's internal financial management processes include utilizing accounting tools (i.e., QuickBooks) and report calendars to ensure that reports are accurate, comprehensive, and timely. In addition to grants funded by the Illinois Criminal Justice Information Authority for programs that included Choose Respect Illinois and the Community Violence Prevention Program, the ILAACP has successfully managed government contracts from the Cook County Justice Advisory Council, Illinois Department of Public Health, Illinois Department of Human Services, as well as foundation grants from the United Way of Metropolitan Chicago, The Chicago Community Trust, The Field Foundation, Coca Cola Foundation, Merck & Co. Foundation, Aetna Foundation, University of Chicago Medicine, and Blue Cross Blue Shield of Illinois. ILAACP also has a proven track record in grant making. ILAACP's programs and partnerships have served an estimated 23,000 youth and adults across Illinois.

Following is a list of the ILAACP's projects providing positive youth development activities:

**1. Choose Respect Illinois (CRI)**

Funding Source: Illinois Criminal Justice Information Authority (ICJIA)

From FY2007 to FY2014, the ILAACP collaborated, first with the Illinois Violence Prevention Authority (IVPA), and subsequently with ICJIA, to successfully coordinate the implementation of the statewide violence prevention initiative Choose Respect Illinois. The CRI Grant Program aims to accomplish the following strategic goals: (1) Promote healthy relationships among teens; (2) Prevent teen dating violence; and (3) Engage youth leadership in violence prevention.

**2. Community Violence Prevention Program (CVPP)**

Funding Source: Illinois Criminal Justice Information Authority

From FY2011 to FY2014, the ILAACP managed training and technical assistance for the Community Violence Prevention Program. The CVPP was a collaborative effort of public and private agencies that provides pro-social opportunities to youth and parents in underserved communities. The CVPP's goals were to reduce violence by mitigating risk factors and reinforcing protective factors associated with violence and it consisted of three components targeting 21 Chicago-area communities and three regions in the South Suburbs: Parent Program (PP), Reentry, and Youth Employment Program (YEP).

**3. Bullying Prevention**

Funding Source: Illinois Criminal Justice Information Authority (ICJIA)

Beginning in February 2014, the ILAACP received funding from the Illinois Criminal Justice Information Authority to support implementation of a school-wide, school-based bullying prevention program for students LEARN Hunter Perkins and LEARN South Chicago)

**4. Youth Asset Development Project (YADP)**

Funding Source: Cook County Justice Advisory Council

The ILAACP's Youth Asset Development Project (YADP) is a violence prevention program targeting at-risk or court-involved African American youth ages 14 to 18 residing in Chicago's Auburn-Gresham, Greater Grand Crossing, Englewood, and Roseland communities.

## References

1. Illinois Criminal Justice Information Authority  
Project: CVPP  
Dollar Value of the Project: \$1,453,679.60  
(ILAACP is the Grant Recipient)  
John Maki  
Executive Director  
Illinois Criminal Justice Information Authority  
300 West Adams Street, Suite 200  
Chicago, IL 60606  
(312) 793-1306  
[John.Maki@Illinois.gov](mailto:John.Maki@Illinois.gov)
2. United Way of Metropolitan Chicago  
Project: In-Person Counselor  
Dollar Value of the Project: \$ 304,157.78  
(ILAACP is the Grant Recipient)  
Bill Green  
Grant Manager - In Person Counselor  
333 S Wabash, 30th Floor  
Chicago, IL 60604  
(312) 906-2240  
[Bill.Green@uw-mc.org](mailto:Bill.Green@uw-mc.org)
3. Be Strong Families  
Project: CVPP (Parent Leadership Component)  
Dollar Value of the Project: \$481,860.83  
(ILAACP is the Grant Administrator)  
Kathy Goetz Wolf  
President and CEO  
1555 Sherman Ave., #103  
Evanston, IL 60201  
800-805-2505  
[kathy@beststrongfamilies.net](mailto:kathy@beststrongfamilies.net)
4. Cook County Justice Advisory Council  
Project: YADP  
Dollar Value of the Project: \$200,000  
(ILAACP is the Grant Recipient)  
Sharrell Hibbler, MSW  
Grant Coordinator  
69 W. Washington, Suite 1110  
(312) 603-1141  
[Sharrell.Hibbler@cookcountyil.gov](mailto:Sharrell.Hibbler@cookcountyil.gov)
5. Target Area Development Corporation  
Project: YADP  
Dollar Value of the Project: \$29,144.25  
(ILAACP is the Grant Administrator)  
Autry Phillips  
Executive Director  
1542 W. 79<sup>th</sup> Street  
Chicago, IL  
(773) 651-6470  
[aphillips@targetarea.org](mailto:aphillips@targetarea.org)
6. Teamwork Englewood  
Project: YADP  
Dollar Value of the Project:  
\$29,144.25 (Grant Administrator)  
Perry Gunn  
Executive Director  
815 W. 63<sup>rd</sup> Street  
Chicago, IL 60621  
(773) 488-6600  
[pgunn@teamworkenglewood.org](mailto:pgunn@teamworkenglewood.org)
7. South Shore Drill Team  
Project: YADP  
Dollar Value of the Project: \$29,144.25  
(ILAACP is Grant Administrator)  
Sara Vlajcic  
Administrative Director  
7218 S. South Chicago Avenue  
Chicago, IL 60619  
(773) 752-7830  
[svlajcic@aol.com](mailto:svlajcic@aol.com)

### Biography

Malik Nevels is the Executive Director for the Illinois African American Coalition for Prevention (ILAACP) where he is responsible for fundraising, board and staff development, strategic planning, marketing and communications, and fiscal management for a \$1.5M+ statewide membership-based charitable organization that builds safe, healthy, and resilient African-American children, families, and communities.

He serves or has served on a number of local and statewide taskforces including the Illinois Bullying Prevention Taskforce, State Health Improvement Plan Planning Team, Illinois After-School Funding Policy Taskforce, Illinois Medicaid Advisory Committee - Subcommittee on Access, Northwestern University School of Medicine's Center for Community Health, African American Advisory Council for the University of Illinois at Chicago, and United States Commission on Civil Rights. In 2011, Illinois Governor Pat Quinn appointed Malik to the Illinois Youth Development Council.

Prior to joining the ILAACP, Malik served in various senior executive capacities for the Illinois Center for Violence Prevention, Duncan YMCA, and the Chicago Urban League. He also worked for U.S. Representative Jesse Jackson, Jr., Mayor of Chicago Richard M. Daley, and U.S. Senator Carol Moseley-Braun. Malik often credits his concern for social justice and community building to his experience as a Public Ally in Chicago (Class of '95) under the tutelage of First Lady Michelle Obama, then executive director for Public Allies Chicago.

Malik earned his Juris Doctorate from the University of Illinois' College of Law. During the summer of his second year in law school, Malik traveled to Cape Town, South Africa to study at the University of the Western Cape Law School and clerk for the law firm of Findlay & Tait, the second largest commercial law firm in southern Africa.

Malik also holds a B.A. in Political Science from the University of Illinois at Chicago and a Certificate in Strategies in Non-Profit Management from the University of Chicago. He is active in various civic organizations and professional associations including 100 Black Men of Chicago, The Frogs Club, University of Illinois at Chicago Alumni Association, and University of Illinois at Chicago African American Advisory Council.

Malik resides with his wife, Kimberly Nevels, and their two children, Mikaila, 6, and Elijah, 4, in Chicago's Washington Park Community. Both children attend Old St. Mary's Catholic School.

**MALIK S. NEVELS, J.D.**

mnevels@ilaacp.org

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Chicago, Illinois 60615

Home: 773.924.9282  
Cell: 312.933.8775

**SUMMARY OF  
QUALIFICATIONS:**

15+ years executive level, not-for-profit management experience, responsible for fundraising, strategic planning, organizational systems and process mapping, contract negotiation, fiscal management, quality assurance, special event planning, coalition and team building, and programmatic and staff/volunteer/board development. Extensive civic involvement including active membership on several local and national advisory boards. Certificate in Strategies in Non-Profit Management. Juris Doctorate. Proficient in Adobe Professional, Stream Send, Quick Books, Lexis-Nexis, West Law, Microsoft Office Professional, Lotus Notes, Voyager, and most other PC and Mac applications.

**PROFESSIONAL  
PROFILE:**

**Strategic Planning**

- Oversaw the design, administration, and data analysis of a statewide, online needs assessment of 109 social service agencies, representing 25 counties, to gather general demographic information about the respondent and the respondent's programming; assess what social and/or health disparities are least or most important; identify incentives for and barriers to participating in a statewide coalition; establish value, level, and types of training needed in the future; and elicit general feedback on the types of strategies needed to strengthen prevention and early intervention in African-American communities.
- Work with the ILAACP's Board of Directors to apply needs assessment data to inform strategic planning process; guide the development of the organization's membership program; identify content and structure of quarterly meetings; and strengthen the organization's empirical justification for financial support.
- Designed internal and external communications strategy, and provided functional guidance, for scaling back and re-organizing the Illinois Center for Violence Prevention's (ICVP) Youth Initiatives Department.
- Successfully managed a re-organization of the Duncan YMCA reducing FY 02 (\$544K) operating deficit by 40% while reallocating human capital resources to strengthen organization's fundraising and marketing capacity.
- Designed and launched a year round Duncan YMCA Chernin Center for the Arts Training Academy generating \$75K in fee-for-service and grant funding during first 8 months of operation.
- Working closely with board members, staff, and community stakeholders, conducted a SWOT analysis and drafted a White Paper assessing Duncan YMCA's challenges and opportunities, recommending several strategic directions, and establishing the organization's "Four Pillars of Growth & Opportunity."
- Designed and successfully implemented a two-year strategic plan to increase and strengthen the capacity of the Chicago Urban League's youth development department resulting in the addition of three (3) annual events and four (4) new direct service programs.

**Fundraising and Fiscal Planning**

- Secured \$420K from the Illinois Department of Human Services to provide general operating support for the ILAACP over a 3 year period.
- Secured over \$2M from the Illinois Violence Prevention Authority to administer 4 IVPA sponsored youth-led violence prevention initiatives in targeted communities across the state.
- Designed and launched Youth-In-Prevention, statewide mini-grant initiative awarding over \$86K to 24 community-based organizations that provide structured leadership opportunities for youth to plan and implement a prevention strategy in their respective community.
- Secured \$10K from the Chicago Foundation for Women and \$9K from Illinois Violence Prevention Authority to implement the ILAACP's *Community Voices project*, an initiative to research and document community perspectives on violence against African American women and girls in three counties - i.e., Winnebago, Champaign, and St. Clair counties.

- Create a membership program and build a statewide membership base with a goal of generating \$10,000 in membership dues during year 1. This included engaging key prevention partners in a series of focus groups to identify the "value proposition" for ILAACP membership.
- In conjunction with Duncan YMCA's board of directors, successfully designed and led an annual \$100K+ *Kids Need Heroes Too* fundraising campaign.
- Drafted market and situation-specific case statements, and designed internal process for prospect identification, research, and segmentation for Duncan YMCA and other non-profits.
- Within a 12 month period, reduced Duncan YMCA (\$544K) operating deficit by 40%; reduced personnel to program operating expenses by 20%; and reduced personnel to revenue expenses from 136% to 44%.
- Demonstrated success in securing over \$500,000 through grant proposal writing and solicitation.
- Managed a \$1.5M+ budget comprised of both private and public sector revenue streams.
- Successfully secured and negotiated youth service delivery contract terms in excess of \$1,000,000 with outside agencies including Mayor's Office of Workforce Development and the Illinois Department of Human Services.

#### **Leadership and Team Development**

- Led a collaboration comprised of the ILAACP, Aetna Insurance, and UIC's Midwest Latino Health Training & Policy Center to host Unnatural Causes town hall meetings in Kane, Cook, and Peoria counties. These meetings brought together over 270 grass roots organizers, public health workers, and elected officials to examine the root causes of health disparities and identify policies or actions that promote health equity.
- Led ILAACP's volunteer leadership transition from a Steering Committee structure to a Board of Directors and established 6 working committees to organize and coordinate the board's work flow.
- Successfully organized a coalition of 37 social service organizations from across the state to lobby Illinois General Assembly and Governor's Office resulting in the restoration of \$1.9M in operating funds for 3,000 youth to participate in quality after school programming throughout the year.
- Increased Duncan YMCA board from 11 to 25 within a six-month period.
- Supervised a staff of nine (9) full-time and six (6) part-time employees including direct supervision of five (5) project coordinators and an administrative assistant.
- Increased staff productivity and morale by conducting annual and semi-annual performance evaluations based on the 360 degree competency feedback system.

#### **Special Event Planning**

- Led a team of six (6) staff and (3) corporate sponsors in planning the Chicago Urban League's Youth Celebration Day. Since its inception, the annual event has recognized the achievement of over 850 Chicago area high school students.
- Led a team of six (6) staff and two (2) representatives of the Investment Company Institute Foundation in planning the annual Investing for Success Seminar. Though initial attendance goal was 300, over 1,200 Chicago area residents RSVP(ed) for the event, of which 680 attended. According to the Investment Company Institute, of the 8 seminars hosted by other Urban League affiliates, our organization's seminar broke all records both in terms of RSVP's and attendance.
- As a liaison to Young Leaders United, an organization co-sponsored by the Chicago Urban League and Anti-Defamation League, collaborated with a team of Chicago area executives and companies in planning the annual
- African-American/Jewish Freedom Seder, Youth United at Work, and Teen Unity Day, with a combined attendance of 700 guests each year.
- Led a team of six (6) staff and two (2) representatives of the Chicago League of Women Voters, in planning and implementing a candidates' forum for the First Congressional District March 2000 primary election. Over 300 constituents attended. Participants included United States Representative Bobby Rush, Illinois State Senator Barack Obama, and Illinois State Senator Donne Trotter.

#### **Marketing & Public Relations**

- Work with ILAACP's Marketing & Communications Committee to design a comprehensive marketing and communications strategy that promotes the organization's image, programs, policies, positions and accomplishments to members, general public, and interest groups - e.g., web site development, quarterly print and E-newsletter, monthly e-news bulletin, and e-annual report.

- Led staff team, web designer, and graphic design artist to develop social media strategies for several online forums including ICVP's *Peace News*, ILAACP's *E-News Bulletin*, and Choose Respect Illinois' *CRI E-Zine*.
- Secured \$25K and assembled a team of community stakeholders including Chicago Housing Authority, ABLA Local Advisory Council, Duncan YMCA, and N.Y.-based Telesis Corporation to produce a 30-minute documentary on Chicago's oldest public housing development.
- Secured \$5K and oversaw the production of a five-minute marketing video highlighting the Chicago Urban League's Youth Investment & Youth Entrepreneur programs.
- Drafted speeches, press releases, and reports to the Board of Directors for Chicago Urban League president & CEO.
- Several live talk radio, television, and print media appearances including WGN – Channel 9 *People to People* with Allison Payne; WBEZ-91.5 FM; *Street Talk* WKKC 88.1 FM; *Cliff Kelly Show*, WVON-1390 AM; *Howard McGee Morning Show*, WGCI-107.5; *Concerning Chicago*, UPN 50; Chicago Tribune; Chicago Sun Times; Chicago Journal; Chicago Defender; and Chicago News Gazette.

## PROFESSIONAL

### EXPERIENCE:

**Illinois African American Coalition for Prevention, Chicago, Illinois**

2006 – Present

**Executive Director**

- Manage day-to-day operations for a \$1.5M statewide coalition of after-school program providers, executive directors, clergy, community activists, and advocates working to increase the community's access to effective prevention and early intervention resources, policies, and programs.
- Collaborate with ILAACP Board of Directors to provide functional guidance in the areas of fundraising, strategic planning, marketing and communications, and program development.
- Develop and coordinate the ILAACP membership program including annual membership drive, quarterly meetings, and annual meetings.
- Serve as the organization's appointed representative and spokesperson on statewide task forces and other policy-related initiatives including, but not limited to, U.S. Commission on Civil Rights, IL Youth Development Council, IL Bullying Prevention Task Force, IL After School Funding Policy Taskforce, IL Health Data Dissemination Initiative Taskforce, IL State Health Improvement Plan (SHIP) Planning Team, and IL Diabetes Policy Coalition.

**Illinois Center for Violence Prevention, Chicago, Illinois**

2004 – 2006

**Youth Initiatives Director**

- Managed the day-to-day operations of the Center's Youth Initiatives Department with an annual operating budget of approximately \$650K.
- Provided leadership and functional guidance in the areas of strategic planning; financial development; fiscal administration; outcome evaluation; process recalibration; sustainability planning; and external partnership development for four statewide youth programs - YouthPeace, SisterNet, Peace Leadership Project, and Youth Advisory Board.
- Worked closely with the Center's Executive Director and Development Department to identify, cultivate, and solicit funding for programs as well as draft proposals and grant reports.
- Worked closely with Center's Evaluation Resource Institute to develop and monitor program benchmarks and implement strategies for continual quality improvement.
- Represented the Center in external collaborative initiatives including the IVPA TDV SA Capacity Building Project, Chicago Freedom Movement 40<sup>th</sup> Anniversary Conference, and Illinois African American Coalition for Prevention.
- Supervised two (2) direct reports, six (6) staff, and twenty (20) volunteers.

**Duncan YMCA, Chicago, Illinois**

2002 – 2004

**Executive Director**

- Managed the day-to-day operations of a \$7M endowed, community based YMCA with an annual operating budget of \$1M providing performing arts instruction, early childhood education, and sports & recreation programs.
- Provided leadership in the areas of strategic planning, financial development, board development and governance, fiscal administration, volunteer and staff development, program assessment and

accountability, organizational sustainability, external partnership development and negotiations, and contract negotiations.

- Worked closely with YMCA of Metropolitan Chicago Financial Development Department to solicit, procure, and monitor grants from a variety of funding sources including, but not limited to, National Endowment for the Arts, John D. and Catherine T. McArthur Foundation, Polk Brothers Foundation, Joyce Foundation, Kraft, Illinois Arts Council, City of Chicago City Arts, Illinois Department of Commerce & Community Affairs, and Beaumont Foundation.
- Supervised six (6) direct reports and total staff of twenty-two (22).

**Chicago Urban League, Chicago, Illinois**

1999 – 2002

**Director -Youth Development Initiative**

- Led department growth from \$70,000 to \$630,000 in funding and staff increase from one (1) employee to fifteen (15).
- Collaborate with the organization's research and planning department to conduct data-based research on the effectiveness and availability of youth development services in the greater Chicago area.
- Engaged in public policy activities designed to result in systemic social change as it relates to local youth development.
- Successfully negotiated over \$1,000,000 in youth service delivery contracts with the Mayor's Office of Workforce Development, Chicago Department of Human Services, and the Illinois Department of Human Services.
- Interfaced with Chicago area high school (both public and private) principals and counselors to recruit students to participate in youth oriented programs and events.

**United States Representative Jesse Jackson, Jr., Chicago, Illinois**

1995 - 1996

**Deputy Field Director**

- Assisted campaign manager and field director in designing voter contact program, implementing GOTV operations, and researching opposition candidates.
- Organized voter registration drives for 25 Chicago area high schools and college institutions-registered more than 5,000 + new voters in a four month period.
- Supervised a staff of over 50 individuals in implementing GOTV operations on Election Day.

**Office of the Mayor, Chicago, Illinois**

1994 - 1995

**Program Associate - Mayor's School Partners Program**

- Successfully recruited Chicago area businesses to make a commitment of \$10,000 per year for three years to individual elementary and high schools within the Chicago public school system.
- Responsibilities included writing press releases for the Mayor's Press Office, giving oral presentations to local school councils and corporate donors, and working in collaboration with various city departments.

**EDUCATION:**

**Certificate in Strategies for Nonprofit Management**

University of Chicago

July 2005

**Juris Doctorate**

University of Illinois College of Law, Champaign-Urbana, Illinois

May 1999

**Juris Doctorate Studies**

University of the Western Cape College of Law, Cape Town, South Africa

Summer 1998

**Bachelor of Arts, Political Science**

University of Illinois College of Liberal Arts & Sciences, Chicago, Illinois

May 1993

**INTERESTS:** Collecting American and International Civil & Human Rights Memorabilia, golf, chess, and basketball.

**REFERENCES AVAILABLE UPON REQUEST**

**MALIK S. NEVELS, J.D.**  
mnevels@ilaacp.org

**COMMUNITY &  
CIVIC INVOLVEMENT:**

**Member, Illinois Youth Development Council – 2011 to present**  
Appointed by Illinois Governor Pat Quinn.

**Member, United States Commission on Civil Rights, Illinois State Advisory Committee – 2011 to present**  
Chair, Sub-Committee on Health and Healthcare Disparities  
Appointed by Chairman U.S. Commission on Civil Rights Marty Castro

**Member, Illinois School Bullying Prevention Task Force – 2011**

**Member, 2011 Illinois State Health Improvement Plan Planning Team – 2010 - 2011**  
Appointed by Director Illinois Department of Public Health Dr. Damon Arnold

**Member, Illinois After School Funding Policy Task Force – 2009 – 2010**

**Co-Chair, Steering Committee, Northwestern University's Institute for Public Health and Medicine, Center for Community Health – 2011 to present**  
As Co-Chair of Steering Committee for the Center for Community Health, located in the NU's Institute for Public Health and Medicine, I advise the Center on its strategic planning and outreach as it seeks to build equitable research partnerships between Northwestern University medical faculty and community-based organizations interested in engaging in community based participatory research.

**Member, Advisory Board, Be Strong Families – 2012 to present**  
As an outshoot of the Strengthening Families Illinois Network, Be Strong Families works in partnership with parents to build protective factors in community and family settings. As a member of the BSF Advisory I counsel BSF directors and staff on approaches to strengthening organizational capacity and expanding program offerings.

**Member, Board of Directors, 100 Black Men of Chicago – 2001 to 2010 (Member) and 2012 to present (Member and Director)**  
Established in 1995 by a group of accomplished African-American professionals from Chicago's private, public, and not-for-profit sectors, the 100 Black Men of Chicago seeks to improve the quality of life and enhance educational opportunities for African-American males through mentoring and other education related initiatives. As a member, I previously chaired the Mentoring Committee, primarily responsible for the design, coordination, quality assurance, and funding of our mentoring programs. Currently a director, I focus on establishing and monitoring the organization's strategic growth for Mentoring, Annual College Scholarship Fair, Holiday Toy Drive, and Annual Gala. I also help to secure resources to sustain the organization's mission-related activities.

**Member, Board of Directors, A.C.T.S. of F.A.I.T.H. – 2010 to 2011**  
Established in 2008, with assistance from the University of Chicago, ACTS of FAITH is an organization that collaborates with 12 faith based institutions to improve health and wellness, reduce and eliminate health disparities, increase health awareness, increase community leadership in health affairs, and form partnerships with other health organizations. As a board member, my responsibilities include establishing and monitoring the organization's strategic direction, raising funds, and identifying opportunities for collaboration with external organizations.

**Co-President, Leaders United – 2006 to 2009**  
Launched in 1990, and co-sponsored by the Chicago Urban League (CUL) and the Anti-Defamation League of Chicago (ADL), Leaders United (LU) seeks to building positive relationships between our Chicago's African-American and Jewish communities. As Co-President, I worked closely with the advisory board as well as ADL and CUL staff to plan and implement programming in three core areas: community service, business networking,

and education. Our hallmark event is the annual African-American Jewish Freedom Seder held at the Chicago Hilton & Towers and attended by 600+ African-American and Jewish residents from around the city. We've also been remarkably successful with our business networking events. Past keynote speakers have included Lawrence Levy, Levy Organization; Jim Reynolds, Loop Capital Markets; Norm Bobbins, LaSalle National Bank; Lester McKeever, McKeever & Associates; and Renetta McCann, Startcom Mediavest Group.

**Member, Board of Directors, Healthy Schools Campaign – 2006 to 2008**

Established in 2000, the Healthy Schools Campaign advocates policies and model programs that allow students, faculty, and staff to learn and work in a healthy environment. The HSC is particularly focused on reducing the rate of obesity and asthma in African-American and Hispanic school students. HSC programs also include environmental audits for schools, Chicago Partnership for Healthy Schools, School Nurse Leadership Program, and Green Clean Schools. As a director I worked with my cohorts and the Executive Director to provide functional guidance to the organization in the areas of strategic planning, fundraising, and coalition building.

**Chairperson, Public Allies National Alumni Advisory Board – 2000 to 2006**

Founded in 1992, Public Allies is a national organization that advances diverse young leaders to strengthen communities, nonprofits, and civic participation. As Chair of the National Alumni Advisory Board, I was primarily responsible for coordinating a team of alumni from across the country to implement a strategic plan aimed at building and sustaining the "PA Alumni Network". This included overseeing the distribution of approximately \$20,000 in Enterprise Funds to support social change initiatives managed by PA alumni. As a program participant in 1995, I had the fortunate opportunity to work closely with First Lady Michelle Obama, who was, at that time, the Executive Director for Public Allies Chicago.

**Chairperson, Board of Trustees, Lugenia Burns Hope Center – 2000 to 2006**

Founded in 1994 by U.S. President Barack Obama and Dr. Sokoni Karanja, the Hope Center is a forward thinking organization focused on developing the capacities of extremely low-income African-American communities and the individuals and families who live in them to become self-determining, economically self-reliant, cohesive, cooperatively powerful, and healthy. As Chair, I was responsible for helping to establish the Center's long and short-term goals, developing viable relationships with potential donors, increasing public recognition of Center activities, and advising the Board on governance issues.

**Member, Planning Committee, Chicago Freedom Movement 40<sup>th</sup> Anniversary Commemoration – 2005**

Co-sponsored by Loyola University's Center for Urban Research and Learning (CURL), CFM40 planned a three-day conference July 24-26, 2005 to commemorate Dr. Martin Luther King Jr.'s non-violent, direct action campaign in Chicago from 1965 to 1967. My responsibilities included identifying and cultivating potential donors and organizing a city-wide coalition of youth serving agencies to advise and assist CFM40 with engaging young people between the ages 14 and 30 in the planning of the conference.

**Member, Advisory Committee, Illinois Violence Prevention Authority's Teen Dating Violence and Sexual Assault Prevention Grant Program - 2004 to 2006**

Launched in 2004, IVPA's TDVSA Prevention Grant Program seeks to strengthen and increase the capacity of Illinois youth-serving organizations that provide dating and sexual violence prevention programming. As a member of the Advisory Committee, I collaborated with a statewide team of prevention professionals to identify and develop strategies for ensuring the project achieves its' goals, objectives, and benchmarks. This includes publishing *The Illinois Facilitator's Guide for Teen Dating Violence and Sexual Assault Prevention Education*.

**Member, Public Policy & Program Committee, Jane Adams Hull House Association – 2003 to 2005**

Established in 1889, the Jane Adams Hull House Association enhances the quality of life for underserved Chicago area families by providing creative, innovative social service programs and by advocating for related public policy reforms. As a member of the Public Policy and Program Committee of the Board of Trustees, I was responsible for working with the Program Services Department to assure all programs operated in accordance with contract and funding obligations, as well developing and fostering effective linkages with potential donors, public officials, and communities in furtherance of JAHHA's program and policy mission.

**Chairperson, Smiley Foundation's Youth 2 Leaders Advisory Board -- 2000 to 2003**

Youth 2 Leaders is an annual series of one-day conferences that take place consecutively in various cities throughout the United States. Each conference assembles approximately 100 African-American youths, ages 14-18, for a day of discussion, advocacy training, and networking with established professionals, community leaders, and entertainers with the aim of identifying, developing, and encouraging future African-American leaders. As a Co-Chair of the Chicago advisory committee I shared in the responsibility of identifying and initiating collaborations with local youth service organizations, identifying and recruiting volunteer staff, workshop facilitators, and guest/keynote speakers and presenters.

**Judge, Junior Achievement of Chicago Colonel Henry Crown Foundation Scholarship -- 2003 to 2005**

Established in 1940, JA Chicago seeks to educate and inspire young people to value free enterprise and understand business and economics to improve the quality of their lives. Each year JA Chicago through its collaboration with the Henry Crown Foundation awards more than \$100,000 in scholarships to Chicago area high school students planning to attend a 4-year college. As a judge, I am responsible for interviewing and selecting the scholarship recipients.

**Member, Illinois Civic Engagement Project Steering Committee -- 2000 to 2001**

Funded through grants from Caterpillar Inc., State Farm Insurance Companies, and the Woods Fund, the Illinois Civic Engagement Project seeks to examine the debate about whether Americans are becoming less involved, less engaged, and less connected with one another, to the detriment of their communities. The project had five phases: research, analysis of the results, dissemination of the results, preparation of an action plan, and a conference. As a member of the steering committee I was responsible for analyzing the research and shaping the project's message.

Malik S. Nevels, J.D.  
Executive Director  
Illinois African American Coalition for Prevention

**Professional References**

1. James W. Compton  
Retired – President & CEO  
Chicago Urban League  
312.972.3144  
Email: [compjames@gmail.com](mailto:compjames@gmail.com)
2. Marty Castro  
Chair, United States Commission on Civil Rights  
Chair, Illinois Human Rights Commission  
312.399.3987  
Email: [mcastro@castrosynergies.com](mailto:mcastro@castrosynergies.com)
3. Dorothy Foster  
Director, Government Relations  
Illinois Nicor Gas  
630.200.6895  
Email: [dfoste1@aglresources.com](mailto:dfoste1@aglresources.com)

Malik S. Nevels, J.D.  
Executive Director  
Illinois African American Coalition for Prevention

Professional References

1. James W. Compton  
Retired – President & CEO  
Chicago Urban League  
312.972.3144  
Email: [compjames@gmail.com](mailto:compjames@gmail.com)
2. Marty Castro  
Chair, United States Commission on Civil Rights  
Chair, Illinois Human Rights Commission  
312.399.3987  
Email: [mcastro@castrosynergies.com](mailto:mcastro@castrosynergies.com)
3. Dr. Ronald Ackermann  
Director, Center for Community Health  
Northwestern University  
312.503.6400  
Email: [r.ackermann@northwestern.edu](mailto:r.ackermann@northwestern.edu)
4. Dorothy Foster  
Director, Government Relations  
Illinois Nicor Gas  
630.200.6895  
Email: [dfoste1@aglresources.com](mailto:dfoste1@aglresources.com)
5. Paul Burton  
Chief Financial Officer  
Vivacelle Bio  
847.322.7971  
Email: [paul@vivacellebio.com](mailto:paul@vivacellebio.com)

## WILLIAM ISAAC MCCOY

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isaac\_mccoy@yahoo.com

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### MANAGEMENT SUMMARY

A proven leader, educator and effective team coach whose impact demonstrates success in every measured category of performance. I am an experienced facilitator with strong communication and negotiation skills with success in developing, advising and leading collaborations. Found one nonprofit, and serve as a board member, advisory committee member or volunteer to several others. Education includes a M.S. in Public Service Management from DePaul University and a B.S. from the University of Illinois at Urbana-Champaign.

- Project director for a community-based collaborative whose aim was to produce positive and constructive opportunities for youth and adults in effort to reduce recidivism.
- Led development team in raising more than \$1.5 million in new program-related funds over a two year period while overseeing an annual program budget of approximately \$6 million.
- Recipient of the Sharon Valentine Hero Award - 2012 Community Service Leader.
- Recruited to serve on the Board of Directors of New Path Transformation Foundation, Inc. and the Associates Board of Voices for Illinois Children.
- Led more than 50 workshops, seminars and training sessions with excellent results.
- Spearheaded over 20 career process improvement projects balanced among several stakeholders.
- Developed and implemented a computerized tracking system for prenatal patients in urban health clinics to help reduce infant mortality rates.
- Saved approximately \$100,000 by conducting a rigorous analysis of marketing and communication spending effectiveness for Riveredge.
- Appointed member of the Cook County Medical Advisory Committee and the Illinois Charitable Trust Stabilization Committee.

#### *Core Competencies:*

- |                                |                              |
|--------------------------------|------------------------------|
| • Coalition Building           | • Mediation & Negotiation    |
| • Program Evaluation           | • Research & Analysis        |
| • Performance Coaching         | • Financial Analysis         |
| • Grant Writing and Management | • Process Reengineering      |
| • Project Management           | • Human Resources Management |
| • Training and Development     | • Operation Management       |

### CERTIFICATIONS / TECHNICAL PROFICIENCIES

- Project Management Certification
- Nonprofit Executive Education Certification
- Lean Six Sigma Certification
- Business Analyst Certification

## PROFESSIONAL EXPERIENCE

### **Illinois African American Coalition for Prevention - Chicago, IL**

**2014 - Present**

Established in 2005, the Illinois African American Coalition for Prevention (ILAAP) is a statewide, membership-based charitable organization that strengthens prevention systems, policies, and programs in underserved communities through culturally-relevant research, training, and advocacy.

#### **Special Initiatives Director**

- Manages the day-to-day operations of several ILAAP initiatives
- Ensure ILAAP special initiatives meet or exceed agreed upon program related goals and objectives while staying within budget.
- Increase public awareness about ILAAP special initiatives through internal and external marketing and communications opportunities.

### **Urban Mosaic - Chicago, IL**

**2006 - Present**

The formation of Urban Mosaic (501c3) creates a support system for social conscience organizations to maintain their passion for their mission while equipping them with skills and resources to sustain their organization. Providing this form of support gives organizations the capacity to create change on a community, state, national, and global level. Urban Mosaic (UM) offers organizations professional services such as Human Resources, Fiscal Management, Information Technology, Legal Services, Marketing & Communications, Fundraising & Development, Program Assessment/Evaluation, and/or Administrative Support. In addition to professional services, UM provides and trains organizations in Public Policy/Advocacy, Community Engagement (assessments, coalition building, etc.), and Capacity Building/Technical Assistance.

#### **President & CEO**

- Created a nonprofit organization to transform community-based organizations and empower them to grow and implement sustainable practices and procedures.
- Offer consulting services tailored to meet the unique needs of each non-profit organization served.
- Developed/Led workshops for executive staff and board members of non-profit organizations.

### **Proviso Leyden Council for Community Action, Inc. - Maywood, IL**

**2010 - 2013**

Proviso Leyden Council for Community Action, Inc. (PLCCA) was established in 1968 by Bishop Dr. Claude Porter as a private, non-for-profit corporation to serve low-income residents in Cook County's Proviso and Leyden Townships, and the municipality of Norridge including some of the metropolitan areas of Chicago. PLCCA provides a range of programs and services based on its mission of eradicating poverty. Joining in partnership with the community, PLCCA offers more than thirty (30) programs and services that assist families with housing and energy assistance, youth development, substance abuse related issues, mental and physical health screenings and treatment, adult literacy, job readiness and senior citizens.

#### **Vice President of Operations & Public Affairs**

- Facilitated the development, maintenance and monitoring of organizational plans.
- Responsible for the development and management of the annual operating and capital budgets
- Developed innovative initiatives to enhance internal efficiency and effectiveness.
- Directed, monitored, and appraised the performance of each department and provided the

necessary coordination between activities.

**Riveredge Hospital - Forest Park, IL**

**2006 - 2008**

Riveredge Hospital is a free-standing psychiatric facility, meaning we specialize in the treatment of behavioral health. We serve the Chicago and surrounding region by delivering specialized care to children, adolescents, young adults, adults, and geriatric persons.

**Human Resources Specialist/Community & Family Advocate**

- Recruited professional, degreed healthcare staff for five departments by orchestrating media placements and timing, prioritization of positions, negotiations, exhaustive background clearances and reference vetting.
- Conducted orientations and training seminars for new hires and redeployed staff members.
- Accomplished special projects teaming with senior executives to impact operations performance.
- Coached low-performing employees to achieve measurable benchmarks and drive down turnover.
- Mediated and advocated for clients and team members when unusual situations arose.

**McKesson Healthcare - Chicago, IL**

**2004 - 2006**

McKesson is in business for better health. As a company working with health care stakeholders in every setting, we are charting the course toward a stronger, more sustainable future for the entire industry. As the oldest and largest health care services company in the nation, McKesson plays an integral role in health care and has a unique vision for its future. We serve more than 50% of American hospitals, 20% of physicians and 100% of health plans, and as the largest pharmaceutical distributor in North America, we deliver one-third of all medications used there every day.

**Medsource Program Consultant**

- Developed pharmaceutical coverage programs in concert with hospitals, health systems, and other integrated health care providers to reduce costs and improve patient care quality.
- Actively consulted with senior level executives to resolve problems and enhance program successes.
- Conducted analyses and scenario modeling to establish the greatest impact and correct fit of services and coverage for each client.

**CVS/Caremark - Northbrook, IL**

**2003 - 2004**

CVS Caremark (NYSE: CVS), headquartered in Woonsocket, RI, is the largest pharmacy health care provider in the United States with integrated offerings across the entire spectrum of pharmacy care. We effectively manage pharmaceutical costs and improve health care outcomes through our pharmacy benefit management (PBM), mail order and specialty pharmacy division, CVS Caremark Pharmacy Services, our CVS/pharmacy retail stores, our retail-based medical clinic subsidiary, Minute Clinic and our online retail pharmacy, CVS.com.

**Eligibility Administrator**

- Directed project implementations on very tight deadlines with high customer satisfaction.
- Analyzed system inter-dependencies and documentation to identify and promote critical linkages.
- Managed and repaired substantial pharmaceutical client relationships with Fortune 500

companies.

- Improved operations processes and data flow to increase accuracy and decrease time requirements.

## **EDUCATION**

DePaul University - Chicago

2004 - 2007

**Master's of Science in Public Service Management (concentration: Public Policy)**

University of Illinois at Urbana-Champaign - Urbana, IL

1998 - 2002

**Bachelor of Science in Community Health (concentration: Health Administration and Planning)**

# JAMES MCCOMBS IV

7015 South Sangamon Street ~ Chicago, IL 60621 ~ (217) 418-8442 ~ mcombsj4@gmail.com

## EDUCATION & HONORS

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### University of Michigan School of Public Health at Ann Arbor

*Master of Public Health in Health Behavior and Health Education*

Graduated: April 2011

- Public Health Student Assembly, *President & Vice President*

### University of Illinois at Urbana-Champaign

*Bachelor of Science in Recreation, Sport, and Tourism*

Graduated: May 2009

- Phi Sigma Pi National Honors Fraternity
- Dean's List Honors
- Ronald McNair Scholar

## RELEVANT EXPERIENCE

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### Illinois African American Coalition for Prevention

Chicago, IL

*ILAAP is a statewide, membership-based 501(c)(3) that strengthens early intervention and prevention systems, policies, and programs in African-American communities through culturally-relevant research, training, and advocacy.*

#### *Special Initiatives Coordinator*

June 2013 – Present

- Coordinating communications, training and technical assistance to for approximately 90 agencies in the Community Violence Prevention Program (CVPP). CVPP is a collaborative effort of public and private agencies that promotes parent leadership, provides 1,800 youth with mentoring and employment opportunities, and aids parolees' reintegration in 33 Chicago area communities.
- Developing, implementing, and monitoring a comprehensive marketing/communications/recruitment strategy that will assist delivery partners in implementing the evidence-based intensive childhood obesity intervention Mind, Exercise, Nutrition, Do It! (MEND) in Chicago.

### Will County Health Department, HIV/STD Program

Joliet, IL

#### *Health Educator*

2012 – 2013

- Performing HIV/STD outreach, education, and risk assessments throughout Will County, IL.
- Assisting in implementation of HIV support groups and facilitation of *Very Informed Brothers Engaged for Survival* group HIV prevention behavioral intervention.
- Conducting focus groups to identify best strategies to engage high risk populations.
- Coded in JavaScript an online screening tool for free HIV testing eligibility.
- Editing the Will County Health Department HIV/STD Program's facebook page.

### National Opinion Research Center/ Mathematica Policy Research

Chicago, IL

#### *Interviewer*

2011 – 2013

- Conducted survey interviews to collect data for social research and program evaluation.
- Projects included the National Immunization Survey, Survey of Doctorate Recipients, National Survey of Substance Abuse Treatment Services, National Longitudinal Transition Study, and a survey of the effect of the Supplemental Nutrition Assistance Program on recipients' health and wellbeing.

**University of Michigan Center for Managing Chronic Disease**

*Research Assistant*

Ann Arbor, MI

2011

- Evaluated Chicago, Puerto Rico, Philadelphia, and Los Angeles health intervention sites in the Merck Child Asthma Network.
- Researched and modeled the evidence based interventions implemented at each site.
- Developed pre and post-test survey and survey manual.
- Performed literature reviews and data entry.

**Federation of Neighborhood Centers**

*Intern*

Philadelphia, PA

2010

- Worked on a Philadelphia wide community garden program to make fresh produce more available in underserved communities of Philadelphia and give youth employment experience.
- Developed health education programming for youth.
- Supervised teenagers selling produce at farmers markets and convenience stores.
- Developed evaluation of the community garden program.
- Developed promotional, educational, and evaluation materials.

**City of Champaign Neighborhood Services Department**

*Program Assistant*

Champaign, IL

2009

- Organized and implemented neighborhood clean-ups, block parties, farmers' markets, and a public safety awareness and education fair. 15 events, each serving at least 200 attendees.
- Developed promotional materials, managed volunteers, and solicited vendors.
- Organized community informational events to address flooding, crime, and homelessness.
- Surveyed the public to understand how they received communications from the city.

**United Way of Champaign County**

*Event Planning Intern*

Champaign, IL

2009

- Planned, organized, and implemented community programs for United Way partner organizations.
- Collaborated with a free dental clinic, a drug dependency treatment agency, a youth development agency, and an immigrant and refugee transition support agency.
- Programs included outreach programs, fundraisers, sporting events, and temporary dental clinics in store fronts. 8 total events with at least 150 attendees at each event.
- Coordinated media communications activities in print, radio, television, and social media.

**University of Illinois**

*Ronald McNair Scholar*

Urbana-Champaign, IL

2008 – 2009

- With faculty mentorship, lead a graduate level study evaluating outcomes of participants of the University of Illinois Extension's Chronic Disease Self-Management Program *Live Well, Be Well*.
- Attended *Live Well, Be Well* trainings and program sessions.
- Performed literature reviews, transcribed focus group recordings, and analyzed results.
- Wrote a publishable paper detailing the study and results.
- Presented findings at the National Ronald McNair Scholar Conference in Knoxville, TN.

**SKILLS**

- 
- |                                     |                    |
|-------------------------------------|--------------------|
| ▪ Program Evaluation and Research   | ▪ Microsoft Office |
| ▪ Public Health Program Development | ▪ GoTo Training    |
| ▪ Event Planning                    | ▪ Survey Monkey    |
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## References

**Jacqueline Guerrero-Schram**

Lead Program Coordinator

Fellowship Connection Inc.

2435 W. Division St.

Chicago, IL 60622

773-772-1141 office

[jguerrero@fellowshipconnect.org](mailto:jguerrero@fellowshipconnect.org)

**Peter C. Nicholson**

Program Director

Community Violence Prevention Program

Southland Health Care Forum

600 Holiday Plaza Drive, Suite #200

Matteson, IL 60443

708-856-8128 office

708-898-0925 fax

708-821-4967 cell

[peternnri@gmail.com](mailto:peternnri@gmail.com)

**Jimi Orange, MPA**

Director of Community Prevention Services

Children's Home + Aid

5958 S Marshfield Ave

Chicago, IL 60636

773-918-8600 office

773-368-7300 cell

773-778-2345 fax

[jorange@childrenshomeandaids.org](mailto:jorange@childrenshomeandaids.org)

**Philister Sidigu**  
7455 North Greenview Ave. • Apt.214 • Chicago, IL • 60626  
847.387.0870 • psidigu@gmail.com

**Education**

Northwestern University  
Evanston, IL

June 2011

- Master of Fine Arts in Writing for the Screen and Stage

Columbia College  
Chicago, IL

June 2007

- Bachelor of Arts in Film/Video Production

**Professional Experience**

Illinois African American Coalition for Prevention (ILAAP)  
*Marketing and Communications Coordinator*

October 2014 – Current  
Chicago, IL

- Plan, implement, and monitor an annual ILAAP Integrated Marketing & Communications strategy through a written work plan with clearly defined, and realistic, goals, objectives, and benchmarks
- Produce timely, thought provoking, and relevant content for ILAAP's E-News Bulletin, Facebook, Twitter, and Mobilization Alerts
- Plan and implement 3 ILAAP Quarterly Membership Meetings

jjslist.com

August 2013 – October 2014  
Evanston, IL

*Digital Marketing and Community Engagement Manager*

- Manage and supervise strategic partnerships between jjslist.com and Seal of Approval business clients, and train jjslist.com interns, mentors and students in No Boundaries
- Create rich, relevant content for jjslist.com, overseeing a 30% increase in the organization's online reach
- Evaluate and report on data to measure progress toward strategic goals

Community TV Network

September 2011 – June 2013  
Chicago, IL

*Video Instructor*

- Taught video production to high school students at the Academy of Scholastic Achievement
- Provided marketing support and training to Community TV Network staff members with an emphasis on student outreach, building community partnerships, and e-marketing

H.O.M.E.

June 2012- June 2013  
Chicago, IL

*Marketing Specialist - Contract*

- Oversaw all media and public relations needs, maintained and updated content on the H.O.M.E. website, and managed all online fundraising appeals
- Presented weekly analysis and recommendations for the H.O.M.E. website and social networking sites

Northwestern University  
*Reference Assistant*

September 2009 – November 2011  
Evanston, IL

- Provided reference support to faculty members and students at Northwestern University's Main library
- Managed evening and weekend support for e-journals
- Provided multimedia support, including editing and authoring DVDs for Northwestern University's medical faculty

**| TALITHIA A. REDMOND |**

6601 S. Kimbark Avenue ~ Unit 1N ~ Chicago, IL 60637 ~ (708) 296-4193 ~ tredmo1@gmail.com

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**HIGHLIGHT OF QUALIFICATIONS**

- A skilled communicator with the ability to establish a rapport with clients, agencies, and staff.
- Knowledge of Federal and State Employment Laws.
- Ability to prioritize and generate results to achieve organizational objectives.
- Capacity to work independently and under pressure.

**OBJECTIVE**

To obtain a position that will allow me to apply my experience and formal training to assist the organization in the accomplishments of its goals.

**EDUCATION**

July 2012 – August 2014	Keller Graduate School of Management	Tinley Park, IL
Masters of Human Resource Management	Completion Date: August 31, 2014	
August 2001 – May 2006	University of Illinois at Chicago	Chicago, IL
Bachelor of Arts in Psychology	Graduation Date: May 7, 2006	

**PROFESSIONAL EXPERIENCE**

October 2012 – Current	Illinois African American Coalition for Prevention	Chicago, IL
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December 2014 – Current

**Director of Operations & Human Resources**

***Human Resources***

- Primary liaison to ILAACP's external Professional Employer Organization to oversee the organization's human resource functions.
- Process paperwork including new hire forms and Personal Action Forms.
- Review benefits annually and coordinate the annual open enrollment process for the organization.
- Ensure compliance with city, state, and federal regulations.
- Review, maintain, and update the Employer Handbook.
- Plan and coordinate employee performance evaluations.
- Lead new hire orientation including reviewing processes and procedures and setting up required IT and telecommunications.
- Coordinate staff development and training.
- Manage web-based HR portal and relationship database.
- Track and monitor employee's vacation, sick and personal leave, as well as, ensure that timesheets are submitted timely.

***Information Technology***

- Lead liaison and internal point of contact to the ILAACP's external IT Support Team
- Implement effective IT internal controls and risk management practices to ensure that the organization's technology risk management framework is intact.
- Annually review the IT needs of the organization to ensure that staff are provided with the proper tools to effectively perform their job.
- Manage phone system including recording and updating general greetings and staff directories.

***Fiscal Management***

- Communicate ILAACP's Internal Controls and Fiscal Policy to staff and ensure that policies are adhered to.
- Oversee the fiscal process flow including tracking purchase orders, travel vouchers, check requests, and invoices.
- Perform various fiscal duties including record checks for deposit, approve purchase orders/check requests, and maintain petty cash.
- Collaborate with the Executive Director and Accountant to ensure the upkeep and accuracy of the LAACP's financial statements.

***General Administrative & Clerical Support***

- Maintain a highly organized filing system for programs, grants, and financial records.
- Manage incoming and outgoing mail including coordinating bulk mailing.
- Oversee inventory and replenish supplies as needed.
- Ensure that organizational memberships and subscriptions are kept up to date.

October 2012 – December 2014

**Administrative Assistant**

- Received and screened employment applications.
- Scheduled and conducted new hire orientation.
- Developed and distributed new hire packets.
- Created, edited, and implemented HR policies and procedures as needed.
- Edited and updated Employee Handbook as needed.
- HR portal and relationship database development and management.
- Generated purchase orders, travel vouchers. Assisted with the monthly reconciliation of accounts and annual audit.
- Maintained the Executive Director's contacts and schedule using Microsoft Outlook.
- Coordinated travel arrangements for the Executive Director.
- Liaised between the Board of Directors, potential Board of Directors, sponsors, and ILAACP's staff.
- Organized meetings and events including the organization's annual fundraisers.
- Produced and distributed meeting agenda and take meeting minutes.

August 2006 – March 2011

HR Innovations, Inc

Chicago, IL

**Wage Withholding Administrator**

- Completed garnishments for clients with over 6,000 employee garnishments each pay period.
- Processed all aspects of federal and multi-state wage attachments, including but not limited to tax levies/liens, child support orders, civil garnishments, and student loans.
- Accurately entered garnishments in PeopleSoft, Lawson, Ultipro, Oracle, and ACT.
- Verified employment prior to garnishment processing.
- Researched and resolved garnishment related problems.
- Assisted employees and explained responsibilities regarding garnishments.
- Communicated with child support, government, and creditor agencies.

**CERTIFICATION**

- Notary Public, State of Illinois

**COMPUTER SKILLS**

- Database/Portal: Peoplesoft, Lawson, UltiPro, Oracle, ACT, Filemaker Pro, HR Connection
- Microsoft Office: Word, Excel, Outlook, Power Point

**REFERENCES AVAILABLE UPON REQUEST**

## **RUTH BLACK**

201 S 17<sup>th</sup> Avenue, Maywood, IL 60153 | 708.217.6813 |  
sbmblack@aol.com

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### **EDUCATION**

Roosevelt University <b>Training and Development, MATD</b>	2015
Roosevelt University <b>M.A Economics</b> [GPA 3.5]	2009
Roosevelt University <b>B.S.B.A Accounting</b> [GPA 3.4]	1985

### **TEACHING EXPERIENCE**

<b>Concordia University</b> <b>Adjunct Faculty</b>	2014/Present
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Teach a wide range of courses in the MBA curriculum. Responsibilities also include; revising existing curriculum. Delivery to traditional students and adult degree seekers. Delivery approaches include face-to-face, online, and blended.

<b>Triton College</b> <b>Academic Success Center</b>	2013/Present
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Instruct in group and individualized academic support, tutoring and strategic learning in the areas of Accounting, Finance and Economics.

<b>Roosevelt University</b> <b>Academic Success Center</b>	2012/2013
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Instruct in group and individualized academic support, tutoring and strategic learning in the areas of Accounting, Finance and Economics.

<b>Triton College</b> <b>Access to Literacy Program</b>	2012/2013
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Instruct adults to improve basic reading, writing skills and computing skills in Adult Basic Education as a volunteer tutor trained to assist students by offering one-on-one and small group tutoring sessions.

### **CERTIFICATES**

Online Faculty Training  
Tutoring Adult Basic Education (ABE)  
Tutoring English as a Second Language (ESL)

**INDUSTRY EXPERIENCE****Illinois African American Coalition for Prevention****Accountant****2013 – Present**

Oversee the organizations daily accounting needs, i.e. maintaining accounting and reporting systems. Responsible for assisting in planning and maintaining the annual budget and directing all ILAACP financial, project/programs and grant accounting as well as provide financial reporting materials for grants.

**ACCUENTEMPS/Accountant****SMALL BUSINESS MATTERS/Sole Proprietor****1991 – Present**

Perform accounts receivable and payable functions. Produce payroll and related reports, manage payroll service. Reconcile bank statement and general ledger accounts. Prepare cash flow statements and budgets. Cost jobs and special projects. Compile and prepare management reports and financial statements. Analyze the financial condition and performance of client firms. Establish accounting departments from the ground up for start-up companies. Create accounting policies and procedures. Hire, train, develop and supervise client's staff to effectively perform bookkeeping and accounting functions.

**Amazing Food Manufacturing, LLC.****V.P. of Finance****2006 – 2009**

Coordinated and prepared internal and external financial statements. Provided monthly, quarterly and year-end analysis. Analyzed cash flow, cost controls, and expenses. Performed cost accounting. Analyzed manufacturing operations. Coordinated inventory management. Researched and implemented accounting regulations. Ensured compliance with local, state, and federal reporting requirements. Created business plans and budgets. Prepared financial statements, financial reports, specialized analysis, and information reports for this frozen food manufacturer.

**Erdatek LLC****Sommersfare Inc.****Senior Accountant/Full Charge Bookkeeper****2004 – 2006****London Fleet/London Taxis Int'l****Senior Accountant/Full Charge Bookkeeper****2004 – 2006**

Performed all aspects of the bookkeeping and accounting job function, accounts receivable, payable, payroll, reconciliation, financial statement preparation and analysis for these small businesses.

**Village of Maywood****Village Treasurer****1991 – 1995**

Managed the receipt, disbursement and investment of all village funds.

**National Futures Association****Senior Auditor****1986 – 1991**

Performed auditing and financial analysis for this self-regulatory organization of the commodities industry.

**MEMBERSHIPS**

Chicagoland Chapter of ASTD (CCASTD)

OD Network of Chicago

Winona Jones Agbabiaka

Adjunct Faculty at Concordia University Chicago Attorney/Assistant Public Defender III  
(708) 612-6828

[wjagbab@cookcountygov.com](mailto:wjagbab@cookcountygov.com)

[winja@comcast.net](mailto:winja@comcast.net)

Darlene Chappell

Vice President/ Senior Compliance Consultant/AML Compliance Officer at Northern Trust  
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[dar5305@hotmail.com](mailto:dar5305@hotmail.com)

Hanan Merheb

Director, Academic Success Center

Triton College

Room A106D

Phone 708-456-0300 Ext 357

## RFP No. 1553-14393 Submission Requirements

### Section N: Sub-contracting or Teaming (2 page maximum)

The ILAACP will be working with three (3) service providers (described below) targeting youth from the following Chicago communities: Englewood; Greater Grand Crossing/Auburn-Gresham; and Roseland. Each has agreed to be a service provider for the life skills development, mentoring, and balanced and restorative justice programs proposed in this application.

*The Teamwork Englewood Re-Entry Resource Center* is designated to service clients from the ages of 16 to 69 with a felony conviction status and is funded through the Department of Family and Supportive Services with the City of Chicago. As a YADP partner, Teamwork Englewood will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for hiring a Project Coordinator to to be trained to delivery the YADP interventions; recruit and retain youth; and submit weekly reports to the ILAACP. Teamwork Englewood will serve thirty-nine (39) youth between July 1, 2015 and June 30, 2016.

*Target Area Development Corporation* serves youth in Greater Grand Crossing and Auburn-Gresham leaving the Juvenile Justice System or on Parole. Current initiatives relate to education, public safety, criminal justice, economic development, and multi-ethnic coalition building. As a YADP partner, Target Area will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for hiring a Project Coordinator to to be trained to delivery the YADP interventions; recruit and retain youth; and submit weekly reports to the ILAACP. Target Area will serve thirty-nine (39) youth between July 1, 2015 and June 30, 2016.

*South Shore Drill Team & Performing Arts Ensemble (SSDT)* was founded in 1980 to use performing arts to engage inner-city youth throughout their critical teenage years; mitigate the dangers of gangs, drugs, violence & premature parenthood; and guide members towards completing their education and becoming responsible citizens. As a YADP partner, SSDT will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for hiring a Project

Coordinator to be trained to deliver the YADP interventions; recruit and retain youth; and submit weekly reports to the ILAACP. SSDT will serve thirty-nine (39) youth between July 1, 2015 and June 30, 2016.

*SGA Youth & Family Services* supports the emotional and social development of Chicago area adolescents and young adults by providing therapy, prevention, case management and other supportive services for individuals and families. SGA clinicians will deliver the evidence-based, cognitive behavioral therapy curriculum, "Think First" for one (1) hour per week for each twelve week session delivered by a YADP Partner.

*Winning Futures* was founded in 1994 to provide youth with mentoring programs and activities that focus on life skills, goal setting, and strategic planning. Winning Futures will provide a one-day (4-6 hour), on-site training to YADP Partners' staff to deliver the mentoring and life skills development intervention using the Achieving Success curriculum.

*The Community Justice for Youth Institute (CJYI)* is nationally recognized as a leader in the field of Restorative Justice (RJ). Prior to the start of the first YADP session, CJYI will deliver a four-day Peacemaking Circle Keeper Training for YADP Partners' staff.

*Dr. Troy Harden, Independent Evaluator*, is an experienced evaluator who is evaluating the current implementation of the YADP and will continue to evaluate the YADP, if awarded the grant. Dr. Harden is fully experienced in all areas necessary for completing the proposed evaluation, including securing Institutional Review Board approval for the overall research according to ethical guidelines, evaluation design, participant recruitment, measurement development, data collection, data analysis, and report preparation.

*Cook County Juvenile Temporary Detention Center (JTDC) & Cook County Juvenile Probation (CCJP)*, in compliance with rules and regulations, the JTDC will identify residents and allow the ILAACP and its partners access to JTDC in order to establish a positive relationship that will assist in facilitating a linkage to a community partner delivering the YADP upon the resident's release. The CCJP will identify and refer youth on probation to a community partner delivering the YADP.

EXHIBIT 2

Schedule of Compensation

# Appendix 1-Pricing Proposal Form

CONTRACT/CONSULTANT	Rate	Unit	# units	Org #				Org #1	Org #2	Org #3	Org #4	TOTAL
				1	2	3	4					
YADP Delivery Partner Staff - Project Coordinator	\$37,740.00	annual	1	0%	33%	33%	33%	\$0	\$12,580	\$12,580	\$12,580	\$37,740
YADP Delivery Partner Staff - Project Coordinator FICA	\$2,736.15	annual	1	0%	33%	33%	33%	\$0	\$912	\$912	\$912	\$2,736
Delivery Partner Stipend	\$5,500.00	annual	3		33%	33%	33%	\$0	\$5,500	\$5,500	\$5,500	\$16,500
SGA Youth & Family Services	\$18,720.00	annual	1	100%				\$18,720	\$0	\$0	\$0	\$18,720
Community Justice for Youth Institute	\$2,000.00	annual	1	100%				\$2,000	\$0	\$0	\$0	\$2,000
Winning Futures Mentor Trainer - Travel to Chicago	\$800.00	annual	1	100%				\$800	\$0	\$0	\$0	\$800
Achieving Success Mentor Training	\$2,000.00	annual	1	100%				\$2,000	\$0	\$0	\$0	\$2,000
Troy Harden	\$10,000.00	annual	1	100%				\$10,000	\$0	\$0	\$0	\$10,000
Sub-total Contract/consultant								\$33,520	\$18,992	\$18,992	\$18,992	\$90,496
TOTAL PERSONNEL								\$112,664	\$18,992	\$18,992	\$18,992	\$169,639

## Appendix 1-Pricing Proposal Form

				Org #				Org #1	Org #2	Org #3	Org #4	TOTAL
				1	2	3	4					
EQUIPMENT												
Item	Price	Unit	# units	1	2	3	4					
TOTAL EQUIPMENT								\$0	\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES								\$0	\$0	\$0	\$0	\$0
								\$0	\$0	\$0	\$0	\$0
Item	Price	Unit	# units	1	2	3	4					
General Supplies	\$100.00	monthly	12	100%				\$1,200	\$0	\$0	\$0	\$1,200
TOTAL MATERIALS & SUPPLIES								\$0	\$0	\$0	\$0	\$0
PRINTING								\$0	\$0	\$0	\$0	\$0
Item	Price	Unit	# units	1	2		3					
								\$0	\$0	\$0	\$0	\$0
TOTAL PRINTING								\$0	\$0	\$0	\$0	\$0

# Appendix 1-Pricing Proposal Form

OTHER DIRECT COSTS	Item	Price	Unit	# units	Org #				Org #1	Org #2	Org #3	Org #4	TOTAL
					1	2	3	4					
	Healthy Snacks for Youth	\$10,500.00	annual	1	100%	33%	33%	33%	\$0	\$3,510	\$3,510	\$3,510	\$10,530
	Achieving Success	\$1,233.55	annual	1	100%				\$1,233	\$0	\$0	\$0	\$1,233
	Workbooks & Handbooks	\$6,140.50	annual	1	100%				\$6,141	\$0	\$0	\$0	\$6,141
	Youth End of Year Retreat	\$1,500.00	annual	1	100%				\$1,500	\$0	\$0	\$0	\$1,500
	Travel to YADP Year End Event	\$2,820.00	annual	1	100%				\$2,820	\$0	\$0	\$0	\$2,820
	YADP Youth Activities	\$508.50	annual	1	100%				\$509	\$0	\$0	\$0	\$509
	YADP Delivery Partner Site Visits	\$900.00	annual	3	100%				\$2,700	\$0	\$0	\$0	\$2,700
	YADP Youth Ambassadors	\$1,370.12	annual	1	100%				\$1,370	\$0	\$0	\$0	\$1,370
	Payroll Management Fee	\$1,109.00	annual	1	100%				\$1,109	\$0	\$0	\$0	\$1,109
	CS Insurance Strategies	\$1,250.00	annual	1	100%				\$1,250	\$0	\$0	\$0	\$1,250
	Ragland & Associates								\$13,631	\$3,510	\$3,510	\$3,510	\$29,160
	TOTAL OTHER DIRECT COSTS								\$132,494	\$22,502	\$22,502	\$22,502	\$200,000
	TOTAL DIRECT COSTS												
	INDIRECT COST												
	Indirect Cost Rate								\$0	\$0	\$0	\$0	\$0
	Organization #1	10.00%							\$0	\$0	\$0	\$0	\$0
	Organization #2								\$0	\$0	\$0	\$0	\$0
	Organization #3								\$0	\$0	\$0	\$0	\$0
	TOTAL INDIRECT COST RATE								\$0	\$0	\$0	\$0	\$0
	GRAND TOTAL								\$132,494	\$22,502	\$22,502	\$22,502	\$200,000
	REQUESTED FUNDS								\$132,494	\$22,502	\$22,502	\$22,502	\$200,000
	LEVERAGED OR MATCHED FUNDS								\$0	\$0	\$0	\$0	\$0

## Appendix II - Budget Justification Form (Budget Narrative)

### Personnel

Narrative Justification: Enter a description of the personnel and fringe benefit funds requested and how their use will support the purpose and goals of your proposal. If your proposal includes partner organizations, please briefly explain each organizations role, amount of grant funding to be dispersed to each organization and how each organization will be held accountable to the terms of the grant as outlined by the proposal.

**ILAACP Staff:** Malik Nevels, Executive Director (ann. salary @ 15% time = \$14,850); Reviews and executes agreements; and provides overall supervision for all agency programs and fiscal activities.

Isaac McCoy, Special Initiatives Director (SID) (ann. salary @ 25% time = \$13,750); Oversees the planning, implementation, and evaluation of the YADP. Drafts and submits progress reports, according to the grant agreement. Ensures Delivery Partners are compliant (program and fiscal) with the sub-agreement. Coordinates the YADP Steering Committee and is the direct supervisor for the Special Initiatives Coordinator.

James McCombs, Special Initiatives Coordinator (SIC) (ann. salary @ 30% time = \$10,800); Performs day-to-day management of the YADP. Serves as the liaison to the Delivery Partners Project Coordinator providing technical assistance in the areas of youth recruitment/retention; supportive services for youth participants; and data collecting and reporting. Develops and oversee the activities of the Youth Ambassadors.

YADP Facilitator (\$25/hr x 15hrs/wk x 40 weeks = \$15,000); Serves as a co-facilitator of the YADP interventions (mentoring & life skills and restorative justice practices using peace circles) at each Delivery Partner site.

Ruth Black, Accountant (ann. Salary @ 20% time = \$10,800); Drafts and submits ILAACP fiscal reports, reviews invoices and disperses payments for allowable YADP expenses.

**ILAACP Fringe Benefits:** Calculated at 21.177% (FICA 7.65%; Unemployment 1.457%; Retirement/Pension 4%; Worker's Comp 0.740%; Health/Dental/Vision 6.390%; and Life/Disability .940%)

**Partner Organizations:**

Teamwork Englewood: \$22,502.00 – Funds will be allocated to staff (salary and fringe benefits) delivering the YADP interventions; health snacks; and administrative stipend. Each partner organization will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for providing a trained staff member to deliver the YADP's three (3) evidence-based interventions; cognitive behavioral therapy; mentoring & life skills development and; training in balanced and restorative justice practices, each week of the twelve (12) week session.

Target Area Development Corporation: \$22,502.00- Funds will be allocated to staff (salary and fringe benefits) delivering the YADP interventions; health snacks; and administrative stipend.

Each partner organization will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for providing a trained staff member to deliver the YADP's three (3) evidence-based interventions; cognitive behavioral therapy; mentoring & life skills development and; training in balanced and restorative justice practices, each week of the twelve (12) week session.

South Shore Drill Team: \$22,502.00- Funds will be allocated to staff (salary and fringe benefits) delivering the YADP interventions; health snacks; and administrative stipend. Each partner organization will manage three (3) separate twelve (12) week sessions with thirteen (13) youth participants (14 to 18 years of age) per session. Each partner will be responsible for providing a trained staff member to deliver the YADP's three (3) evidence-based interventions; cognitive behavioral therapy; mentoring & life skills development and; training in balanced and restorative justice practices, each week of the twelve (12) week session.

The ILAACP will hold each delivery partner -Teamwork Englewood; Target Area Development Corporation; and South Shore Drill Team – accountable by conducting weekly site visits; reviewing weekly attendance documents and quarterly progress reports; attendance on weekly YADP Delivery Partner conference calls; and information gathered via data collection and analysis from the independent evaluator.

**Contract/Consultant**

Narrative Justification: Enter a description of the contract services and/or consultants funds requested and how their use will support the purpose and goals of your proposal. Please briefly include the qualifications of each contractor service provider and/or consultant.

YADP Delivery Partner Staff- Project Coordinator: \$37,740.00 (\$17/hr x 20 hrs/week x 37 weeks x 3 Delivery Partners) – funds are allocated to delivery partner for a staff person to be trained to delivery the YADP interventions; recruit and retain youth; and submit weekly reports to the ILAACP.

YADP Delivery Partner Staff- Project Coordinator FICA: \$2,736.15 (\$12,580 @ 7.25% x 3 Delivery Partners) – fringe benefits for the staff person coordinating and delivering the YADP.

Delivery Partner Stipend: \$16,500.00 (\$5,500 x 3 Delivery Partners) – funds allocated to delivery partner for administrative costs associated with delivering the YADP.

SGA Youth & Family Services - Clinicians to Deliver Think First (CBT): \$18,720.00 (Clinicians: \$80/hr x 36 sessions x 3 sites x 1.5 hrs (5 hr prep/1 hr delivery) x 1 clinician = \$12,960; Clinical Supervisor: \$80/hr x 36 sessions x 2 hrs (program support) = \$5,760) - SGA Youth & Family Services provides mental health counseling and social emotional learning services through a three tiered approach and has done so throughout the agencies history. In line with Tier I, SGA's work begins by providing universal services in schools and community based settings across Chicago. Also under Tier I, SGA has a strong history of offering training for both school and partner agency personnel and students on de-escalation and conflict resolution techniques.

Parent engagement is extremely important and critical to the work of the agency. Family engagement is one of the strongest indicators for successful therapeutic/clinical interventions. SGA Youth & Family services will provide a clinician to deliver all of the cognitive behavioral therapy sessions – using the Think First curriculum – for each YADP delivery partner.

Winning Futures' Achieving Success Curriculum Mentor & Life Skills Development Training - Continued Professional Development: \$2,000.00 (One four-hour training for YADP Project Coordinators & Project Assistants) - Winning Futures is an award-winning non-profit organization that empowers youth to succeed through mentoring and strategic planning. They partner with high schools in metro Detroit to facilitate innovative mentoring sessions in the school where they engage youth through trusting relationships with mentors, energizing experiences, and unforgettable life lessons. This weekly program is unique in that it has a fun, structured curriculum where mentors teach students through hands-on activities, written exercises, and group discussions. They focus on character value development, self-exploration, goal setting, job readiness skills, overcoming obstacles, and strategic planning. Over 95% of surveyed alumni continue their education past high school. Since 1994, 39,000 students have been impacted by Winning Futures.

Winning Futures partners with organizations across the country to implement their evidence-based program. The majority of programs Winning Futures runs is with low-income youth (80%) and 60% of the youth are minorities. They are able to adapt the curriculum in all types of schools with different youth. On average, Winning Futures hosts 15 in-person trainings per

year to prepare individuals to successfully implement their curriculum and to learn how to more successfully work with teens in a motivational workshop setting.

Winning Futures will provide an on-site training for Delivery Partner staff delivering the mentoring and life skills development intervention. This training will include:

- Overview of program
- Using online support (PowerPoints, handouts, e-coaching, etc.)
- Facilitation tips to enhance student engagement
- How to be motivational while teaching the content
- Classroom best practice tips
- Curriculum overview
- Hands-on activities overview (attendees will participate in a number of activities to learn how to complete them

Winning Futures mentor trainer travel to Chi: \$800.00 (Lodging, airfare, and meals: \$300 lodging; \$460 airfare; \$40 meals) – Winning Futures is based in Detroit, MI so travel expenses are an additional cost to conduct an in-person training.

Independent Evaluator: \$10,000.00 - The project evaluation will feature a comprehensive process (formative) evaluation as well as a rigorous outcomes (summative) evaluation. Dr. Troy Harden, a highly experienced evaluator will lead the project evaluation. He is fully experienced

in all areas necessary for completing the proposed evaluation, including securing Institutional Review Board (IRB) approval for the overall research according to ethical guidelines, evaluation design, participant recruitment, measurement development, data collection, data analysis, and report preparation.

Community Justice for Youth Institute (CJYI) - Restorative Justice Training: \$2,000.00 (Four-day Peacemaking Circle Keeper Training (4 staff @ \$500/each) - CJYI is nationally recognized as a leader in the field of Restorative Justice (RJ). CJYI's mission is to build capacity for restorative community-based alternatives to the justice system that prevent and reduce violence, block the school-to-jail pipeline, support positive outcomes for youth and families, and promote community safety through RJ education, training and advocacy. CJYI's work is primarily based in the Chicago's communities of color area, but we collaborate with organizations, community-led initiatives, schools and universities throughout the Chicago metro area, the state, U.S. and internationally to build RJ capacity.

CJYI has perhaps the largest footprint of any restorative justice organization in Chicago, in that it has fostered connections through our peacemaking circle trainings with individuals, organizations and agencies throughout the metropolitan area. Over the course of its 10-year history, CJYI has educated and trained more than 10,000 individuals in Restorative Justice and trained approximately 800 in its Intensive 4-Day training to facilitate peacemaking circles. CJYI's trainings engage individuals from all walks of life, including: crime victims and ex-offenders, juvenile detention center youth workers, security and supervisory staff, juvenile court judges,

state's attorneys and probation officers, gang and court-involved youth, school social workers and counselors, educators at all levels, students and parents, YMCA street intervention workers and "Cease Fire" workers, city officials, as well as religious and community leaders.

**Equipment**

Narrative Justification: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

N/A

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**Materials and Supplies**

Narrative Justification: Enter a description of the Materials and Supplies requested and how their purchase will support the purpose and goals of this proposal.

General Office Supplies: \$1,200.00 (\$100 per mo. x 12 months); funds will be used to purchase general office supplies necessary to support the YADP. Supplies include but not limited to: file folders, print paper, binders, print toner cartridges, etc.

**Printing**

Narrative Justification: Enter a description of Printing requested and how their purchase will support the purpose and goals of this proposal.

N/A

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**Other Direct Costs**

Narrative Justification: Enter a description of each item and how their use will support the purpose and goals of this proposal.

Healthy Snacks: \$10,530.00 (\$2.50/snack x 36 sessions x 39 youth x 3 Delivery Partners) –

provide a snack for youth as they participate in the YADP which occurs after school hours.

Achieving Success Workbooks: \$1,008.00 (\$8.00/workbook x 42 workbooks/site x 3 sites) –

provided to each youth enrolled in the YAPD and is needed participate in the mentoring & life skills development intervention.

Achieving Success Handbooks: \$224.55 (\$24.95/handbook x 3 handbooks/site x 3 sites) –

provided to staff delivering the mentoring & life skills development intervention. The handbook serves as an instructor's guide to help facilitate the activities found in the Achieving Success Workbook.

YADP Youth Activities: \$2,820 (13 youth x \$20 (activity & food) x 3 Delivery Sites x 3 Cohorts = \$2,340; 8 adults x \$20 (activity & food) x 3 Cohorts = \$480) – Youth activities will take place during each of the three (3) scheduled cohorts to provide YADP youth the opportunity to engage in age-appropriate entertainment outside of their community. The majority of youth residing in low-income communities with higher rates of violence, lack the resources or opportunities to engage in activities outside of the community they reside and/or attend school. These activities will serve as an incentive, celebration, and a positive youth

development opportunity for youth during the YADP. The ILAACP, Delivery Partners and, the YADP Steering Committee will identify activities for each of the three cohorts.

Youth Retreat: \$6,140.50 (Cabin rental, meals, and team building @ 2 days = [\$84.50 per person x 49 people = \$4,140.50]; Trainers = \$2,000) - A year-end retreat to be held in May 2016 at Camp Kupugani, located in Leaf River, IL, will serve as an incentive for 39 youth (13 youth from each of the three Delivery Partners) who have the highest attendance over the course of the year. The retreat will provide these YADP youth, along with the YADP Project Facilitator/Trainer and Project Coordinators, with teambuilding activities and the opportunity to reflect on what they've learned from life skills training, mentoring, and restorative justice, and the challenges and successes they've had with YADP.

Travel to YADP Year End Retreat: \$1,500.00 (Bus service) – transportation needed to transport YADP youth (39 youth) and the ILAACP and YADP Delivery Partner staff (approx. 10 adults) to Camp Kupugani.

YADP Delivery Partner Site Visits: \$508.50 (Misc. mileage reimbursement for staff projected at avg. 25 miles per week x 36 weeks @ .565 per mile; Parking fees, taxi, etc.) – provides reimbursement for ILAACP staff to travel to delivery partner sites to conduct site visits and meetings; travel to YADP Steering Committee meetings; and any meetings held by the funder at their office.

Youth Ambassadors: \$2,700.00 (1 Youth x 9 mo x \$100 per mo x 3 Delivery Partners) - The YADP

Youth Ambassador is designed to develop a core of young adults who have a strong sense of civic responsibility; a commitment to community development; an awareness of current issues; strong interpersonal leadership skills; and a willingness to foster relationships among their peers. The ILAACP will achieve these goals by giving youth educational, career, and cultural opportunities which exposes them to new concepts, ideas, and experiences.

Payroll Management Fee: \$1,370.12 (Executive Director: Fee per pay period \$39.60 x 1 FTE x 26 pay periods x 15% on Project = \$154.44; SID: Fee per pay period \$39.60 x 1 FTE x 26 pay periods x 25% on Project = \$257.40; SIC: Fee per pay period \$39.60 x 1 FTE x 26 pay periods x 30% on Project = \$308.88; Facilitator: PT Fee per pay period \$25.77 x 1 PT x 20 pay periods = \$515.40; Acct: PT Fee per pay period \$25.77 x 1 PT x 26 pay periods x 20% time allocated to project = \$134) – Payroll fees associated with ILAACP's key personnel overseeing the planning, implementation, compliance, and evaluation of the YADP.

CS Insurance Strategies: \$1,108.00 (Proportionate share of ILAACP Insurance) – proportional share of the ILAACP's company insurance. Company insurance is needed to comply with the current grant agreements.

Ragland & Associates: \$1,250.00 (Proportionate share of ILAACP audit) – proportional share of the ILAACP's annual audit fees. Financial audits are required to apply and receive funding or remain in compliance with grant-making entities.

**Indirect Costs**

Narrative Justification: Enter a description of each item and how their purchase will support the purpose and goals of this proposal.

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**Sustainability**

Narrative Justification: Enter a description of how the applicant organization has entertained the question of sustainability beyond the V funds (if awarded). Please describe how you intend to continue the program operations after the grant ends.

The Youth Asset Development Project (YADP) was launched in FY14, with a grant from the Chicago Public Safety Action Committee: Get in Chicago, and then expanded its services to additional Chicago communities with a \$200,000 grant in FY2015 from Cook County Justice Advisory Council's (JAC) Violence Prevention, Intervention, and Reduction Demonstration Grant.

In FY15, the ILAACP contracted with an independent evaluator to examine the extent to which participation in the YADP is associated with anticipated outcomes and impacts as well as the extent to which the project has contributed to attainment of YADP Performance Measures. While the evaluation of the YADP is not complete – program ends in July 2015 – data was collected and analyzed from the first cohort with findings suggesting the program benefits youth participants. In an environment where funders are seeking outcome driven programs, the ILAACP has positioned

itself to seek additional private and public investments to serve at-risk youth, through the delivery of YADP's three (3) evidence-based interventions.

## EXHIBIT 3

### Evidence of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CS Insurance Strategies, Inc. 542 S. Dearborn St, Ste. 800  Chicago IL 60605		<b>CONTACT</b> NAME: PHONE (A/C No, Ext): (312) 566-9700 FAX (A/C No): (312) 566-0965 E-MAIL ADDRESS:	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A: American Casualty Company of R	
		INSURER B: Continental Casualty Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: Cert ID 1150

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4014219214	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4034375345	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	PHSD1036629	6/1/2015	6/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property - Commercial			4014219214	6/1/2015	6/1/2016	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
IN RE: Contract No: 1553-14393, Violence Prevention, Intervention and Reduction Demonstration Grants for the Justice Advisory Council

Cook County, its officials, employees and agents are added as additional insureds with respect to general liability as required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

County of Cook  
Office of the Chief Procurement Officer  
118 North Clark Street  
Room 1018  
Chicago IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## EXHIBIT 4

### Board Authorization

**PRESIDENT**  
**JUSTICE ADVISORY COUNCIL**

**15-4084**

**Presented by:** LANETTA HAYNES TURNER, Executive Director, Justice Advisory Council

**PROPOSED CONTRACT**

**Department(s):** Cook County Justice Advisory Council

**Vendor:**

- (1) Brighton Park Neighborhood Council, Chicago, Illinois
- (2) Enlace Chicago, Chicago, Illinois
- (3) Youth Advocate Programs, Harrisburg, Pennsylvania
- (4) Illinois African American Coalition for Prevention, Chicago, Illinois

**Request:** Authorization for the Chief Procurement Officer to enter into and execute

**Good(s) or Service(s):** Violence Prevention, Intervention, & Reduction Services

**Contract Value:**

- (1) Brighton Park Neighborhood Council, \$200,000.00
- (2) Enlace Chicago, \$200,000.00
- (3) Youth Advocate Programs, \$200,000.00
- (4) Illinois African American Coalition for Prevention, \$200,000.00

**Contract period:** 8/1/2015 - 7/31/2016

**Potential Fiscal Year Budget Impact:** FY 2015 \$400,000.00, FY 2016 \$400,000.00

**Accounts:** 499-298

**Contract Number(s):**

- (1) Brighton Park Neighborhood Council, 1553-14393A
- (2) Enlace Chicago, 1553-14393B
- (3) Youth Advocate Programs, 1553-14393C
- (4) Illinois African American Coalition for Prevention, 1553-14393D

**Concurrences:**

The vendor has met the Minority and Women Business Enterprises Ordinance.

The Chief Procurement Officer concurs.

**Summary:** The Chief Procurement Officer issued a Request For Proposal (RFP) in accordance with the Cook County Procurement Code. The above vendors are recommended for award based on the established evaluation criteria, which include qualifications, experience, and proposed program.

These contracts are the first set of the JAC's annual Violence Prevention, Intervention, and Reduction Grant Awards. Additional awards in the amounts of \$100,000 (7), \$40,000 (8), and \$10,000 (8) will be submitted to the Board later this fiscal year.

**Brighton Park Neighborhood Council:** This program will operate in Kelly High School, Davis Elementary, and Shields Middle School. It will serve 80 13 -19 year old at risk youth. The program will offer mentoring, restorative justice, trauma-informed counseling, afterschool tutoring and civic engagement and case management. The goal is to decrease truancy, conflict with the law and decrease violence involvement. Additionally, the program seeks to increase protective factors for the youth such as positive decision-making, academic performance, and leadership. Youth will only enter the program if they meet certain risk requirements including: chronic truancy, criminal justice or probation involvement, and chronic disciplinary or behavioral problems at school. The program serves the Brighton Park neighborhood.

**Enlace Chicago:** The program is called the "Little Village Youth Safety Network." It is a prevention targeted program for youth in 5th through 8th grade. Program components include parental engagement, mental health treatment, mentoring, after school mentoring, and leadership development. The partnership includes a large amount of smaller community based organizations to create the "Little Village Youth Safety Network" which includes a shared database between all agencies. Youth will be identified using CPS early indicator data. The program will serve the Little Village community. The identified partner agencies are: (1) Beyond the Ball; (2) Central States SER; (3) Chicago Youth Boxing Club; (4) Sinai Health System; (5) St. Agnes of Bohemia; (6) Saint Anthony Hospital; (7) Telpochcalli Community Education Project; (8) Universidad Popular; and, (9) YMCA of Metro Chicago's Youth Safety and Violence Prevention Program.

**Youth Advocacy Programs (YAP):** YAP is a national organization with local offices in jurisdictions across the country. The local Chicago office has been in operation for many years and has a history of working with high risk gang involved youth on probation, parole, and in Chicago Public Schools. This program will specifically target 50 juveniles on probation for gun charges. The program consists of a small caseload "Youth Advocate" being assigned to each youth to support them throughout the probation in all aspects of the youths life. Advocates will help the youth identify personal goals and work towards them while also staying in compliance with probation. Advocates accompany the youth to court, help them enroll in school, take them to appointments and whatever else is necessary to keep the youth safe and on track. There is a no eject no reject policy, meaning every youth referred by probation will be accepted and none will be ejected regardless of behavior. The program proposal is to serve youth County-wide, but referrals will be determined by Juvenile Probation and, therefore, may be concentrated in a certain area.

**Illinois African American Coalition for Prevention:** The program is titled the "Youth Asset Development Project." With three partner agencies the program will provide Cognitive Behavioral Therapy (evidence based practice), mentoring, and balanced and restorative justice training for 117 youth ages 14-18, who are at risk of violence involvement. The program will serve the communities of Roseland, Auburn-Gresham, Englewood, and Greater Grand Crossing. The identified partner agencies are: (1) South Side Drill Team & Performing Arts Ensemble; (2) Target Area Development Corporation; and, (3) Teamwork Englewood.

**COOK COUNTY  
ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 – 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

**SECTION 1**  
**INSTRUCTIONS FOR COMPLETION OF**  
**ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

**Definitions.** Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

*Affiliate* means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

*Applicant* means a person who executes this EDS.

*Bidder* means any person who submits a Bid.

*Code* means the Code of Ordinances, Cook County, Illinois available on [municode.com](http://municode.com).

*Contract* shall include any written document to make Procurements by or on behalf of Cook County.

*Contractor or Contracting Party* means a person that enters into a Contract with the County.

*Control* means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

*EDS* means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

*Joint Venture* means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

*Lobby or lobbying* means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

*Lobbyist* means any person who lobbies.

*Person or Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

*Prohibited Acts* means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

*Proposal* means a response to an RFP.

*Proposer* means a person submitting a Proposal.

*Response* means response to an RFQ.

*Respondent* means a person responding to an RFQ.

*RFP* means a Request for Proposals issued pursuant to this Procurement Code.

*RFQ* means a Request for Qualifications issued to obtain the qualifications of interested parties.

**INSTRUCTIONS FOR COMPLETION OF  
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

**Section 1: Instructions.** Section 1 sets forth the instructions for completing and executing this EDS.

**Section 2: Certifications.** Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 3: Economic and Other Disclosures Statement.** Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

**Required Updates.** The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

**Additional Information.** The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at [cookcountylil.gov/ethics-board-of](http://cookcountylil.gov/ethics-board-of).

**Authorized Signers of Contract and EDS Execution Page.** If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

## SECTION 2

### CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

#### A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in subparagraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

#### B. BID-RIGGING OR BID ROTATING

**THE APPLICANT HEREBY CERTIFIES THAT:** In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

#### C. DRUG FREE WORKPLACE ACT

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE APPLICANT HEREBY CERTIFIES THAT:** *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

**E. HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 et seq.).

**F. ILLINOIS HUMAN RIGHTS ACT**

**THE APPLICANT HEREBY CERTIFIES THAT:** *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

**G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)**

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

**H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;**

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

### SECTION 3

#### REQUIRED DISCLOSURES

##### 1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name

N/A

Address

##### 2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

*Local business* means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

- a) Is Applicant a "Local Business" as defined above?

Yes: X No: \_\_\_\_\_

- b) If yes, list business addresses within Cook County:

850 W. Jackson Blvd. STE 340 Chicago, IL 60607

- c) Does Applicant employ the majority of its regular full-time workforce within Cook County?

Yes: X No: \_\_\_\_\_

##### 3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

**All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.**

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) ☒ The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX  
NUMBERS)

OR:

- b) ☒ The Applicant owns no real estate in Cook County.

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

\_\_\_\_\_  
\_\_\_\_\_

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

## COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the ☒ Applicant or ☐ Stock/Beneficial Interest Holder

This Statement is an: ☐ Original Statement or ☐ Amended Statement

### Identifying Information:

Name Illinois African American Coalition for Prevention

D/B/A: \_\_\_\_\_ FEIN NO/SSN (LAST FOUR DIGITS): 4795

Street Address: 850 W. Jackson Blvd. STE 340

City: Chicago State: IL Zip Code: 60607

Phone No.: 312.850.4444 Fax Number: 312.850.4446 Email: \_\_\_\_\_

Cook County Business Registration Number: \_\_\_\_\_  
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): 64605402

### Form of Legal Entity:

☐ Sole Proprietor ☐ Partnership ☒ Corporation ☐ Trustee of Land Trust

☐ Business Trust ☐ Estate ☐ Association ☐ Joint Venture

☐ Other (describe) \_\_\_\_\_

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
------	---------	---

N/A APPLICANT IS A NOT FOR PROFIT CORPORATION

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
-----------------------	-------------------	---------------------

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [ ] No

If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
------	---------	-----------------------------------	--------------

**Corporate Officers, Members and Partners Information:**

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Myrtis Sullivan	1415 N. Dearborn Chicago, IL 60610	Chairperson	3 years
David Day	8600 S. Dorchester Chicago, IL 60619	Treasurer	3 years
William Godwin	7404 S. Merrill Chicago, IL 60649	Secretary	3 years

**Declaration (check the applicable box):**

- [ X ] I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- [ ] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Malik S. Nevels, J.D.

Name of Authorized Applicant/Holder Representative (please print or type)

*Malik S. Nevels*

Signature

mnevels@ilaacp.org

E-mail address

Subscribed to and sworn before me  
this 14<sup>th</sup> day of May 2015

x *Juliette M. Davis*  
Notary Public Signature

Executive Director

Title

5/14/15

Date

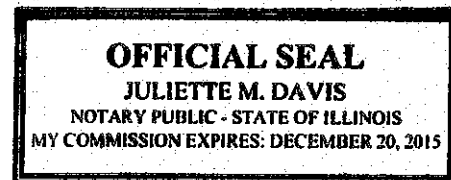
312.850.4444

Phone Number

My commission expires:

12-20-2015

Notary Seal





**COOK COUNTY BOARD OF ETHICS**  
69 W. WASHINGTON STREET, SUITE 3040  
CHICAGO, ILLINOIS 60602  
312/603-4304 Office 312/603-9988 Fax

**FAMILIAL RELATIONSHIP DISCLOSURE PROVISION**

**Nepotism Disclosure Requirement:**

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

**Additional Definitions:**

*"Familial relationship"* means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- |                                  |  |                                       |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent  | <input type="checkbox"/> Grandparent     | <input type="checkbox"/> Stepfather   |
| <input type="checkbox"/> Child   | <input type="checkbox"/> Grandchild      | <input type="checkbox"/> Stepmother   |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law   | <input type="checkbox"/> Stepson      |
| <input type="checkbox"/> Sister  | <input type="checkbox"/> Mother-in-law   | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt    | <input type="checkbox"/> Son-in-law      | <input type="checkbox"/> Stepbrother  |
| <input type="checkbox"/> Uncle   | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister   |
| <input type="checkbox"/> Niece   | <input type="checkbox"/> Brother-in-law  | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Nephew  | <input type="checkbox"/> Sister-in-law   | <input type="checkbox"/> Half-sister  |

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

**A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY**

Name of Person Doing Business with the County: Illinois African American Coalition for Prevention

Address of Person Doing Business with the County: 850 W. Jackson Blvd. STE 340 Chicago, IL 60607

Phone number of Person Doing Business with the County: 312.850.4444

Email address of Person Doing Business with the County: \_\_\_\_\_

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

Malik S. Nevels, J.D., Executive Director 312.850.4444 mnevels@ilaacp.org

**B. DESCRIPTION OF BUSINESS WITH THE COUNTY**

*Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:*

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: \_\_\_\_\_

RFP No. 1553-14393

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 200,000

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: \_\_\_\_\_

N/A

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: \_\_\_\_\_

N/A

**C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS**

*Check the box that applies and provide related information where needed*

The Person Doing Business with the County **is an individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**X** The Person Doing Business with the County **is a business entity** and there is **no familial relationship** between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

The Person Doing Business with the County is an individual and there is a familial relationship between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. The familial relationships are as follows:

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If more space is needed, attach an additional sheet following the above format.*

The Person Doing Business with the County is a business entity and there is a familial relationship between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. The familial relationships are as follows:

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible  
for the General  
Administration of the  
Business Entity Doing  
Business with the County

Name of Related County  
Employee or State, County or  
Municipal Elected Official

Title and Position of Related  
County Employee or State, County  
or Municipal Elected Official

Nature of Familial  
Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agent Authorized  
to Execute Documents for  
Business Entity Doing  
Business with the County

Name of Related County  
Employee or State, County or  
Municipal Elected Official

Title and Position of Related  
County Employee or State, County  
or Municipal Elected Official

Nature of Familial  
Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employee of  
Business Entity Directly  
Engaged in Doing Business  
with the County

Name of Related County  
Employee or State, County or  
Municipal Elected Official

Title and Position of Related  
County Employee or State, County  
or Municipal Elected Official

Nature of Familial  
Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

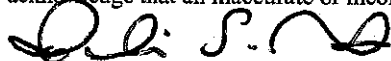
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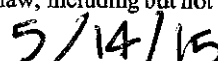
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\_\_\_\_\_

*If more space is needed, attach an additional sheet following the above format.*

**VERIFICATION:** To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.



Signature of Recipient



Date

**SUBMIT COMPLETED FORM TO:**

Cook County Board of Ethics  
69 West Washington Street, Suite 3040, Chicago, Illinois 60602  
Office (312) 603-4304 -- Fax (312) 603-9988  
CookCounty.Ethics@cookcountyil.gov

\* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE  
PLEASE EXECUTE PAGES 13, 14, & 15

The Applicant hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

ILLINOIS AFRICAN AMERICAN COALITION

Corporation's Name FOR PREVENTION

312 850-4444

Telephone

[Signature]

Secretary Signature

MYRTIS SULLIVAN

President's Printed Name and Signature

MYRTIS.SULLIVAN@GMAIL.COM

Email

5/14/15

Date

Execution by LLC

LLC Name

\*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

\*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this

14<sup>th</sup> day of May, 2015

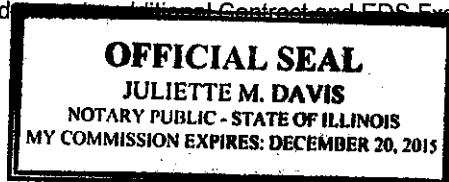
My commission expires:

12-20-2015

Notary Public Signature

Notary Seal

\*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.



SECTION 5  
COOK COUNTY SIGNATURE PAGE

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

Shm E. M.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 14 DAY OF July, 20 15

IN THE CASE OF A BID/ PROPOSAL/RESPONSE, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL/RESPONSE AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

1553-14393 D

OR

ITEM(S), SECTION(S), PART(S): \_\_\_\_\_

TOTAL AMOUNT OF CONTRACT:

\$ 200,000<sup>00</sup>

(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_

APPROVED AS TO FORM:

Not required

ASSISTANT STATE'S ATTORNEY  
(Required on contracts over \$1,000,000.00)

APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS

JUL 01 2015

COM. \_\_\_\_\_